**Prom Guest Form**

**Guest Restrictions: No guest over the age of 20; no middle school students or
 younger; no student currently suspended from any SJCSD school.**

**Purpose of Form:** For the safety and security of Tocoi Creek High School students and guests, we require that all non-Tocoi students attending register.

**Along with this form, you must have the following with you to have an approved guest. Guest tickets must be purchased through school pay.**

* For guest 18 and over provide a PRINTED copy of a government issued photo ID.
	+ NO GUEST OVER 20 IS PERMITTED TO ATTEND.
* For guest under 18 provide a PRINTED copy of any photo ID (school, driver license, passport)
* For homeschool/virtual students without photo ID, provide a PRINTED copy of guardian’s ID.
* MAKE SURE STUDENT BRINGS ID TO CHECK-IN!
	+ If using parent’s ID, they may bring a picture of ID on their phone.
	+ THE ID THEY BRING MUST MATCH THE ID WITH THIS FORM!

**GUEST INFORMAITON (please print)**

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guardian’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guardian’s Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name/Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Tocoi Student attending with\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 *\*MUST CHECK-IN WITH TOCOI STUDENT ON THIS FORM\**

**EVENT INFORMAITON**

 PROM at Riverhouse in St. Augustine 7-10pm

**GUESTS MAY BE DENIED ENTRY IF THIS FORM IS NOT ON FILE**

**AND/OR PROPER ID IS NOT PROVIDED UPON ENTRY.**

 **A school counselor, administrator or dean from the guest’s school should complete the following section.**

**If home-schooled or virtual, may be completed by a parent.**

**TO BE COMPLETED BY GUEST’S SCHOOL ADMINISTRATOR (OR PARENT IF HOMESCHOOL/VIRTUAL)**

Dear Administrator, please verify that the student listed on this form is enrolled in your school, is in good standing (Able to attend your own school events) and has filled out the previous sections on this form.

Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The following section is only to be completed if a student is currently not enrolled in any high school, high school courses online, or through home school.**

**TO BE COMPLETED BY GUEST IF NOT CURRENTLY ENROLLED IN HIGH SCHOOL**

1. Go to stjohns.k12.fl.us (SJCSD Website) 2. Go to tab for Families, School Forms, and select “School Access Form” 3. Select “Complete School Access Form” 4. Complete the Keep-N-Track process completely and fill out form below.

Full Name Entered in Keep-N-Track system: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birthday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest Initials:

**Guest (Guest Parent Agreement):**

**By completing this form and attending a Tocoi Creek event, I agree to the following:**

* To adhere to all Tocoi Creek and SJCSD policies
* To bring proper photo identification to check
* Will arrive and leave with Tocoi Creek student listed on this form
* Understand that pockets and personal item are subject to metal detector and search

Guest Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_
Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

*Tocoi Creek student bringing guest (or homeschool/virtual student purchasing for yourself):*

 **Guest tickets must be purchased on school pay.**