

Bartram Trail High School
High School Student Dance/Prom Guest Form
2016

GUESTS THAT ARE ENROLLED IN HIGH SCHOOL

Step One: Complete the High School Student Guest Form information on your guest that you would like to bring to the dance/Prom **that is under 21 through day of dance/Prom**, but does not attend Bartram Trail High School.

Step Two: Have your guest take this form to their school and have it signed by an administrator at their school.

Step Three: Bring the signed form to your Dean (Cathy Crowe A-K or Dean Peaver L-Z) for their signature. The Deans will return the signed form to you. **Keep this guest form, you will need it to pick up your tickets!**

Step Four: Buy prom tickets for you and your guest via schoolpay.com from March 1st through 31st. Tickets will be available for pick up during all lunches April 4th-8th. To pick up your prom tickets you will need: **A valid Bartram Trail Student ID, a printed receipt from the online ticket sale, and the signed/approved guest form.**

GUESTS THAT ARE NOT ENROLLED IN HIGH SCHOOL

Step One: Guests, who are not enrolled in a high school **and are under the age of 21 through day of dance/Prom**, must go to the BTHS website (www-bths.stjohns.k12.fl.us) and under “common links”, select “online parent volunteer application”. Complete and submit the volunteer application. Include an email address, as requested. The application process can take up to 2 – 4 weeks for processing.

Step Two: Complete the High School Student Guest Form information on your guest and take it to the receptionist in the front office. Once the volunteer application clears she will assign the Keep-N-Track clearance# on the top of the Student Guest Form.

Step Three: Take the completed Guest Form, with the Keep-N-Track clearance # to your Dean (Dean Crowe A-K or Dean Peaver L-Z) for their signature. The Deans will return the signed form to you. **Keep this guest form, you will need it to pick up your tickets!**

Step Four: Buy prom tickets for you and your guest via schoolpay.com from March 1st through 31st. Tickets will be available for pick up during all lunches April 4th-8th. To pick up your prom tickets you will need: **A valid Bartram Trail Student ID, a printed receipt from the online ticket sale, and the signed/approved guest form.**

Volunteer # (non-high school student only) _____

BARTRAM TRAIL HIGH SCHOOL DANCE/PROM GUEST FORM

For the safety and security of Bartram Trail High School students and guests, we require that all non-Bartram students register with the Bartram Administration. Have the form filled out and then bring the form to Dean Crowe (A-K) or Dean Peaver (L-Z). The form will be returned to you with an administrator's approval. Since there are no refunds allowed, it is highly recommended that your guest is approved before you buy prom tickets online via schoolpay.com. Bring the signed/approved form to pick up your tickets during all lunches April 4th-8th. **No guests over the age of 20 years will be allowed.**

Guest Information (Please print):

Name: _____ Grade: _____ Date of Birth: _____

Parent's Name: _____

Guest's Phone #: _____

School Currently Attending: _____

Emergency Phone #: _____

Name of Bartram Trail High School student: _____

The above named student has been invited to Bartram Trail High School:

Prom on Saturday, April 8th, 7:00pm-11:00pm. At the Prime Osborn Center, Jacksonville.

To be completed by the guest's home school administrator:

Dear Administrator: Please verify that the above named student is enrolled in your school, is a member in good standing, and has completely filled out the above section on this form.

Administrator's Signature: _____

Date : _____ School Telephone #: _____

- Guest must follow the St. Johns County Student Code of Conduct
- **No guest will be admitted the night of the dance without this completed form on file**
- **Photo identification is needed by all guests**
- Once the guest or Bartram Trail student leaves the event, they will not be allowed to return
- Guest must arrive and depart with the Bartram Trail student

Guest Parent Signature: _____ Parent Phone # _____

Dean Crowe/Dean Peaver Signature: _____

7399 Longleaf Pine Parkway, St. Johns, FL 32259
Phone # (904)547-8340 Fax# (904)547-8359 <http://www-bths.stjohns.k12.fl.us>

****ALL GUEST FORMS MUST BE APPROVED BEFORE THE STUDENT PURCHASES TICKETS ONLINE VIA SCHOOLPAY.COM. TICKETS WILL BE AVAILABLE FOR PURCHASE ONLINE FROM MARCH 1ST – MARCH 31ST. PURCHASED TICKETS WILL BE AVAILABLE FOR PICK UP DURING ALL LUNCHES FROM APRIL 4TH-8TH. TO PICK UP TICKETS YOU MUST PRESENT: A VALID STUDENT ID, A PRINTED RECIEPT OF TICKET PURCHASE, AND THE APPROVED GUEST FORM.**