

**Bartram Trail High School
High School Student Dance/Prom Guest Form
2024**

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 enrolled in high school**, 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 (Dean O'Brien, Dean Carroll, or the Dean's secretary Mrs. DuPre) for their signature and approval. You will only be notified if your guest form is **NOT APPROVED**.
- Step Four:** Buy prom tickets for you and your guest via GoFan.com. Your student ID number (without the "S") is your promo code to purchase tickets. Only BTHS seniors and juniors can buy tickets. Senior ticket priority sale dates are March 25th-31st. Regular sale dates for Juniors and Seniors are April 1st-April 10th. When you arrive at prom you will need: **A valid Bartram Trail Student ID, your online GoFan ticket, your guest's photo ID, and we will have a record of the approved guest form at the check in table.**

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 "Families", select "Volunteer". Complete and submit the School Access Form for the volunteer application. Include an email address, as requested. The application process can take up to 2 – 4 weeks for processing. When the form is processed, an approval notification will be sent to the provided email address.
- Step Two:** Complete the High School Student Guest Form information on your guest, including the approved Keep-N-Track clearance number found in the approval notification email. See the receptionists in the front office with questions, to check the progress on your guest's approval, or to receive the Keep-N-Track number if not found in email. Write the Keep-N-Track clearance# on the top of the Student Guest Form.
- Step Three:** Bring the signed form to your Dean (Dean O'Brien, Dean Carroll, or the Dean's secretary Mrs. DuPre) for their signature and approval. You will only be notified if your guest form is **NOT APPROVED**.
- Step Four:** Buy prom tickets for you and your guest via GoFan.com. Your student ID number (without the "S") is your promo code to purchase tickets. Only BTHS seniors and juniors can buy tickets. Senior ticket priority sale dates are March 25th-31st. Regular sale dates for Juniors and Seniors are April 1st-April 10th. When you arrive at prom you will need: **A valid Bartram Trail Student ID, your online GoFan ticket, your guest's photo ID, and we will have a record of the approved guest form at the check in table.**

Volunteer Keep-N-Track # (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 O'Brien, Dean Carroll, or the Dean's Secretary Mrs. DuPre. This form will not be returned to you/you will be notified only if it is NOT approved. **Since there are no refunds allowed, it is highly recommended that your guest form is submitted before you buy tickets on GoFan.** You and your guest need photo IDs to check in at the dance. Only one guest per BTHS student. BTHS student must arrive and leave the dance with their registered guest. **No guests over the age of 20 years will be allowed.**

Guest Information (Please print clearly):

Guest Name: _____ Grade: _____ Date of Birth: _____

Parent/Guardian Name: _____

Guest's Phone #: _____

School Currently Attending (if applicable): _____

Emergency Phone #: _____

Name of Bartram Trail High School student: _____

BTHS student ID number: _____

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

Prom on Saturday, April 20th, 7:00pm-10:00pm. At the Renaissance World Golf Village, St. Augustine.

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. If the student is homeschooled, or graduated, the parent can serve as the school administrator.

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 Carroll/Dean O'Brien Signature: _____