



LINCOLN-WAY EAST HIGH SCHOOL OUTSIDE GUEST APPROVAL FORM



PROM 2017 – *Night at the Museum* – April 28, 2017
Lincoln-Way East Student Services Office – Fax # 815-464-4774

- Students requesting to bring a guest to Prom that is not a Lincoln-Way East student must complete this form.
- Forms are to be returned to Dr. Cohen in the SSO office no later than **Thursday April 20th**. **The last day to purchase outside guest tickets is Thursday, April 20th.**
- This form requires the signature of a Principal/Administrator of the guest's school before it can be approved by LWE administration.
- Students bringing an outside guest are allowed to purchase only one (1) outside guest ticket.
- The minimum grade level for a guest is **10th** grade. The maximum age for all guests is **20**. Anyone considering bringing an outside guest over the age of 20 **MUST** make an appointment with Dr. Cohen.
- This completed form is required at the time of ticket purchase for your guest to the dance.
- Outside guest tickets **CANNOT** be purchased at the door on the day of the dance.
- All LWE students and guest **MUST** have a photo ID to enter the dance. No exceptions.

To be filled out by the Lincoln-Way East student and parent/guardian:

Student Name: _____ ID: _____

As a Lincoln-Way East student, I understand that all school board regulations apply at school social functions. I take full responsibility to inform and ensure my guest's compliance to these rules. **I understand that I may receive disciplinary action as a result of my guest's conduct.**

Student Signature: _____ Parent Signature: _____

GUEST INFORMATION

Name: _____ Age: _____

Address: _____ Town: _____ State: _____

Current School or Employer: _____

To be filled out by guest's school Principal/Administrator, or if not a student, the guest's employer:
As the Principal/Administrator of the school or employer of the guest identified above, I verify that this person is in good standing.

Signature: _____

Title: _____ Phone Number: _____

LWE OFFICE USE ONLY:

Approved: _____ Not Approved: _____ LWE Signature: _____