

# PROM GUEST APPROVAL FORM DIRECTIONS

- Prom guest include any individual that is not currently a Junior or Senior at Milton High School. Guest must be approved IN ADVANCE. This includes freshmen, sophomores and Milton graduates.
- ONLY Milton Juniors and Seniors are allowed to purchase tickets, so be prepared to purchase the ticket for your guest.

## STEP 1 - Complete MHS Student Info

- Complete **Part 1: Milton Student Information** with required information about the MHS student who will be purchasing the Non-Milton ticket.
- Be sure to complete ALL sections including Parent Signature and Phone Number.

## STEP 2 - Complete Guest Student Info

- Guest must be under 21 years of age
  - Guest must be in 9th grade or above
  - Guest must be accompanied by a Milton student
  - Guest must follow FCS Code of Conduct
  - Guest must present photo ID at the door
  - Guest must be approved by MHS Administration
- Complete **Part 2 : Guest Student Information** with required information about the Non-Milton student guest.
  - Be sure to complete ALL fields including the current grade, graduation year, or withdrawal year, as appropriate.

## STEP 3 - Submit Form to Guest's Administrator

- Submit the form to the guests' school administrator to complete Part 3. All high schools have a similar procedure, so the administrator will be familiar with the process.
- If the guest has graduated high school, a government issued photo ID must be submitted with the guest form.
- Return the completed and signed form to the main office no later than **April 17, 2023**

## STEP 4 - Check School Email

- Your Milton administrator will review the form. You will be contacted via your **Milton Student Email** if there is an issue preventing the purchase of a Non-Milton Student ticket.

## STEP 5 - Order Ticket on GoFan with Approval Code

- Order your Prom tickets through GoFan. Links to GoFan are on the MHS website, the MHS Facebook page, as well as on posters around the school.

Admin Initials

APPROVED

DENIED

DATE

# PROM GUEST APPROVAL FORM

**Freshman & Sophomores of Milton are Guests**

Forms are due to the front office by April 17th, 2023

## PART 1: MILTON STUDENT INFORMATION

MHS Student Name

Grade

Student Number

MHS Administrator

(based on student's grade level)

11th  
Ms. Monica White

12th  
Ms. Miria Jiram

MHS Student Parent Signature

Parent Phone Number

## PART 2: GUEST STUDENT INFORMATION

Milton High School welcomes Guests under the following conditions:

- Guest must be under 21 years of age
- Guest must be in 9th grade or above
- Guest must be accompanied by a Milton student
- Guest must follow FCS Code of Conduct
- Guest must present photo ID at the door
- Guest must be approved by MHS Administration

By completing and signing this form, I acknowledge that I must follow all policies of FCS and Milton High School while attending Prom 2023. I recognize that the administration of Milton High School reserves the right to deny any student or guest from continued participation in Prom regardless of monies paid. Tickets will not be reimbursed should a student and / or guest be asked to leave. I understand that I must present a valid photo ID in the form or current school ID, state ID or drivers license to be admitted.

Guest Student Name

Date Of Birth

Age

Guest Student Status

(check box and fill in)

Current Student  
Grade: \_\_\_\_\_

Graduated  
Year: \_\_\_\_\_

Withdrawn  
Year: \_\_\_\_\_

Guest Student Signature

Guest Student Parent Signature

## PART 3: GUEST STUDENT'S HIGH SCHOOL ADMINISTRATOR APPROVAL

I certify that the above mentioned student is currently in good standing at our school, or was in good standing at the time of his / her graduation / withdrawal.

Administrator Signature

Administrator Email

School Name

Phone Number

Date

Please return to MHS front office no later than April 17, 2023.