



DANCE GUEST REQUEST FORM OWATONNA HIGH SCHOOL

333 East School Street, Owatonna, MN
Phone: 507-444-8800 Fax 507-444-8999

Office Use
Approved
Not Approved
Updated 2/2017

OHS STUDENT INFORMATION

NAME OF OHS STUDENT: _____ GRADE: _____

The following are requirements and guidelines for bringing an outside guest to an Owatonna High School dance:

- Each student may bring one pre-approved guest to a dance. **Guests are only permitted to attend the Homecoming Dance and Prom.** All other dances throughout the year are for OHS students only.
- Guests must present a photo I.D. (i.e. current school I.D. or driver's license) at the dance. **No guest age 21 or older, on the day of the event, will be allowed to attend prom.**
- No 9th or 10th grade students will be permitted to attend prom.
- A copy of the guest's driver's license or valid I.D. MUST be attached to this form. All information should be complete prior to handing in this form. NO GUEST WILL BE ADMITTED TO THIS EVENT IF THIS FORM IS NOT COMPLETE, INCLUDING A COPY OF A VALID I.D. NO EXCEPTIONS!** This form along with photo I.D. must be completed and faxed (507-444-8999) or e-mailed (sdewitz@owatonna.k12.mn.us) to OHS **by 4:00pm on the Wednesday before the event. Forms will not be accepted day of dance.**
Note: Many times the picture I.D. does not fax well. We need to have a legible picture I.D. of the guest. If you think this will be an issue, please choose to scan and e-mail the form and I.D. to sdewitz@isd761.org.
- Guests must be students in good standing, meaning that they are enrolled as a full time student at a high school or have a high school diploma.
- OHS students are responsible for their guests.
- Students are not allowed to leave the dance and re-enter.

Absolutely NO alcohol consumption of any kind, usage of controlled substances, and/or smoking before, during or after the dance, irrelevant of the age of the student or guest.

I understand the above requirements and guidelines of bringing an outside guest to an OHS dance. I accept responsibility for the actions of my guest, both at the dance and by providing accurate information about their background for approval. If something should happen, I realize my dance privileges could be revoked now and/or in the future as deemed appropriate by school administration. The student requesting to bring a guest will be notified if, for any reason, the guest is not approved by the administration.

_____/_____/_____
Signature of OHS Student Date

GUEST INFORMATION

GUEST NAME: _____ BIRTHDATE: ____/____/____ GRADE: _____
Print Legibly

NAME OF HIGH SCHOOL CURRENTLY ATTENDING (if graduated, specify graduation date): _____

Guest's emergency contact Contact Phone Number

I understand the requirements and responsibility of being an outside guest at an Owatonna High School dance. I will behave appropriately and follow all rules, at all times, while at the dance. I verify all information provided is true and I realize that poor behavior at the dance will result in my guest privileges being revoked now and/or in the future.

_____/_____/_____
Signature of Guest Date Guest's Phone Number

→ Guest: Please bring this form to your school Administrator to fill in information below. ←

TO BE COMPLETED BY AN ADMINISTRATOR AT THE GUEST'S SCHOOL

_____ is a student in good standing at _____.

I believe that they will appropriately represent our school at the Owatonna High School event.

Administrator's Name Position Phone Number Fax Number