

# NON-CREEKVIEW STUDENT GUEST APPROVAL FORM DIRECTIONS

- Prom guests that do not **currently** attend Creekview High School must be approved IN ADVANCE.
- COMPLETED forms are due to your Creekview administrator by **Friday March 7, 2025** for approval. Please allow plenty of time for the form to be returned to Creekview by this date.
- Upon guest approval, you will receive a Guest Approval Code in your **SCHOOL EMAIL**. This code is required to purchase a Non-Creekview Ticket. It is YOUR responsibility to check your school email for this code!!

## NON CREEKVIEW GUEST REQUIREMENTS

- Guest must be under 21 years of age
- Guest must be in 9th grade or above
- Guest must be accompanied by a Creekview student
- Guest must follow CCSD Code of Conduct and Dress Code
- Guest must present current photo ID at the door
- Guest must be approved by CvHS Administration

## STEP 1 - Complete Part 1: CvHS Student Information

- Complete **Part 1: Creekview Student Information** about the CvHS student who will be purchasing the Non-Creekview ticket.
- Be sure to complete ALL sections including Parent Signature and Phone Number or the form will be returned to you without approval.

## STEP 2 - Complete Part 2: Guest Student Information AND Attach Photo ID

- Complete **Part 2 : Guest Student Information** about the Non-Creekview Student Guest.
- Be sure to complete ALL fields including the current grade, graduation year, or withdrawal year, as appropriate.
- **Attach a photocopy of the Guest Student's photo ID.**

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

- Submit the completed form to the **Non-Creekview student's 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, submit the form to an administrator at the school from which he/she graduated. This applies to Creekview graduates as well!
- **ADMINISTRATORS:** Please return the completed form using one of the methods on the bottom of the form.

## STEP 4 - Check School Email for Approval

- Creekview administrators will review the form and approve or deny the purchase of the Non-Creekview Guest ticket.
- Check your **CREEKVIEW STUDENT EMAIL** for the decision. If your guest is approved, the email will include a Guest Approval Code. You will need to enter this code when ordering a Non-Creekview Guest Ticket.
- **It is your responsibility to check your school email for your code!!!**

## STEP 5 - Order a Non-Creekview Guest Ticket on the WebStore

- Enter the Guest Approval Code when prompted. The system WILL NOT allow you to purchase a Non-Creekview ticket without this code!

# NON-CREEKVIEW STUDENT GUEST APPROVAL FORM

Forms are due to your CvHS administrator by March 7, 2025

Creekview Admin  
Use Only

Admin Initials  APPROVED  
 DENIED

DATE

## PART 1: CREEKVIEW STUDENT INFORMATION

CvHS Student Name  Grade  Student ID Number (lunch number)

CvHS Administrator (based on student's last name)  A-Co Mr. Cates  Cr-Hi Mrs. Wadsworth  Ho-Me Mrs. Funderburk  Mi-Sc Ms. Henson  Se-Z Mr. Singleton

CvHS Student Parent Signature  Parent Phone Number

## PART 2: GUEST STUDENT INFORMATION

Creekview High School welcomes Non-Creekview Student 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 Creekview student
- Guest must follow CCSD Code of Conduct and Dress Code
- Guest must present photo ID at the door
- Guest must be approved by CvHS Administration

By completing and signing this form, I acknowledge that I must follow all policies of CCSD and Creekview High School while attending the Junior / Senior Prom on March 21, 2025. I recognize that the administration of Creekview 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 of 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 CvHS via fax at 770-720-7644 or scan and email Metka.Gantt@cherokeek12.net.