

San Mateo High School Prom Guest Pass  
Deadline for guest pass is Friday, March 27th at 3:45 p.m.  
Guest must be 14-20 years old.  
***The Administrative Team Must Approve, No Exceptions***

**SMHS Student:**

Name: \_\_\_\_\_ I.D. # \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

**Guest, please complete this section and include a copy of your current photo ID card**

Guest's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Evening #: \_\_\_\_\_

Address, City, State \_\_\_\_\_

*I understand that I am completely responsible and liable for my conduct and actions. I will abide by all San Mateo High School rules while attending this event. (Please review rules)*

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**If Guest is in high school, please have Guest's Administrator/ Dean complete this section**

Guest must have an Administrator or Dean sign this guest pass in order to allow the student named above attend a function at San Mateo High School. The signature has two purposes:

1. To testify that the student is well behaved and in good standing at their school.
2. To acknowledge that if this guest student violates any SMHS rules at this function; Appropriate disciplinary actions will be taken by the guest's school.

*I hereby affirm that the above guest student is well behaved and in good standing at our school. I will address any misbehavior by this student upon notification by a SMHS administrator or dean.*

School: \_\_\_\_\_ Phone # \_\_\_\_\_

Administrator/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Must Attach Business Card

SMHS Dean Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. We will present our photo I.D. at the door with the ticket.
2. We will dress appropriately because the dress code will be strictly enforced.
3. We will dance appropriately. We will face our partner while we dance. We will not dance suggestively.  
*1<sup>st</sup> offense- warning, 2<sup>nd</sup> offense- warning, and 3rd offense-We must leave the dance.*
4. We will be on time and we are aware that the doors close promptly 1 hour after the dance starts.
5. Once we leave the dance we will not be allowed to reenter.
6. We will obey all school rules including the code of conduct. Regular school rules regarding smoking, alcohol, and drugs will be in effect. ANY signs of smoking, alcohol, or drug use will result in immediate disciplinary action. If we violate the code of conduct we will be barred from future dances for the remainder of the semester.
7. We will not loiter in the parking lots after the dance. Our transportation for pick up will arrive no later than 15 minutes after the end of the event.
8. We will wear shoes at all times. We may bring spare shoes if needed but absolutely no bare feet or socks/ nylons etc.
9. We will avoid bringing valuables to the dance. SMHS is not responsible for any lost or stolen items.

By submitting this form, you agree to the above rules.