



Guest Request Form



Host School: _____

Email or Fax: _____

Date of Event: _____

*****MUST BE SUBMITTED TO THE HOST SCHOOL ON
WEDNESDAY PRIOR TO THE DANCE AT 3:30PM *****

Eugene School District 4J has a tradition of well-attended and organized dances. We put a great deal of time and effort into ensuring each dance is enjoyable, memorable, and safe. We ask for your cooperation in keeping the tradition alive. Please adhere to all policies to ensure the dance is enjoyable for all students, guests, staff, and chaperones.

4J Student/Guest Policies for Dances

Please remember the following conditions pertain to all dances:

1. Each student may bring one guest. The host student and the guest student must arrive and leave together. The guest must present current photo identification (School ASB card, valid driver's license, military ID) at the door. School staff will hold this identification until the guest leaves the dance. Please note this identification must have a photo.
2. No guests younger than a high school freshman grade nor older than twenty years of age will be allowed at any dance. **There is no exception to this rule** so please do not ask for special consideration. In addition, the guest must be within three years of the age of the student inviting them.
3. **To our Guest** - Failure to follow school/district policy could result in dismissal from the dance and could result in the host student being held accountable for any negative action by you as the guest at the event.
4. Administrative approval may not be given to anyone who has had discipline issues at their home school or who is suspended, expelled or not in good standing with their home school and the dance site at the time of the dance.
5. Administrative approval will not be given to anyone who has been trespassed from a Eugene School District 4J property within the last two years.
6. Administrative approval will not be given to an outside guest with an arrest record for distribution or possession of drugs or alcohol, violent acts, or any criminal offenses.
7. School staff shall reserve the right to turn away or ask any guest to leave a dance based on safety consideration and/or the welfare of both the dance patrons and the faculty.
8. When attending school functions, you may not leave the function unless you are leaving permanently and may be asked to sign out when leaving before the end of the activity.
9. Jackets, bags, and purses may be searched prior to admittance.

For Office Use Only

Date Form Received: _____

Initials: _____



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In order for an outside guest to be admitted, the following information must be **collected and provided**:

Host Student Information

Host Student Name: _____

School: _____

Grade: ☐ 9 ☐ 10 ☐ 11 ☐ 12

Name of Parent/Guardian or

Emergency Contact: _____ Phone#: _____

Guest Student Information

Guest Student Name: _____ Birth Date: _____

Address: _____

Current School: _____ School Phone: _____

Name of Parent/Guardian or

Emergency Contact: _____ Phone#: _____

Administrator from Guest's School

The guest student listed above is a student in good standing at our school. They have had no significant problems or discipline issues while attending our school.

School Administrator: _____ School Phone#: _____

Host's School Administrator

Comments: _____

School Administrator: _____ Approved: _____ Denied: _____