

Timber Creek HS Prom Permission Slip

Saturday, April 6, 2024 || 7:30-11:00pm

Hilton Orlando || 6001 Destination Parkway || Orlando, FL 32819

Price: \$95

Ticket Sales:

- Please read through all of the information as the process for getting your prom permission slip approved and purchasing your ticket has changed.
- Tickets will NOT be sold at A & B lunches. Please read through ALL of the information below on how to get your prom permission slip approved and purchase your ticket.
- Only Seniors and Juniors may purchase tickets. Online ticket sales will end on **Friday March 8, 2024** and tickets will NOT be sold after that date.
- There is a limit of 1 guest per student. The guest ticket must be purchased at the same time as the junior or senior ticket.

Ticket Purchasing Procedures:

1. **Get your permission slip signed:** permission slips will be available starting **January 22, 2024** on the Timber Creek website – www.timbercreekhs.ocps.net
 - a. Print out the permission slip and have your parents sign it. The permission slip CANNOT be filled out or signed digitally. Physical signatures are required. Copies will also be available in the front office. All students must have the permission slip signed by a parent even if you are 18.
2. **Complete the Prom Permission Slip Google Form** on the TCHS website. Once you have your prom permission slip completed by you and your parent, please fill out the Prom Permission Slip Google Form found on the TCHS website. **This Google Form is where you will submit a scan/picture of your signed permission slip.**
 - a. If you are bringing a guest, you will be required to have their signed guest form and copy of their photo ID to finish this Google Form. You must fill out the Google Form for you and your guest AT THE SAME TIME.
3. **Check your eligibility** – Once you have submitted the Google Form, the Junior Class Faculty advisor, Ms. Childs, will be reviewing you and your guest's (if applicable) permission slip to ensure that you meet the criteria. Students will keep the paper copy of the prom permission slip. Paper copies of the permission slip will not need to be submitted. The Prom Permission Slip Google Form serves as submitting your prom permission slip. **PLEASE MAKE SURE YOU COMPLETE THE PROM PERMISSION SLIP GOOGLE FORM. IF YOU DO NOT COMPLETE THE PROM PERMISSION SLIP GOOGLE FORM IT IS AS IF YOU DID NOT TURN IN YOUR PERMISSION SLIP.**
 - a. Guest permission slips will be uploaded to the Prom Permission Slip Google Form. DO NOT SUBMIT YOUR GUEST'S PERMISSION SLIP SEPARATELY. Guest's information will be uploaded in the **same** Google Form submission as the TCHS student.
 - b. Once Ms. Childs reviews your permission slip, she will email you at your OCPS EMAIL ADDRESS with a confirmation email. This email will provide you with additional information on how to purchase your prom ticket.
 - c. DO NOT PURCHASE YOUR PROM TICKET UNTIL YOU RECEIVE YOUR CONFIRMATION EMAIL FROM MS. CHILDS. If you purchase your ticket prior to receiving your confirmation email, you may be ineligible to attend prom and will not receive a refund.
 - d. **If you do not meet all of the requirements below to attend prom, you will receive an email from the Ms. Childs outlining which requirement(s) you do not meet.**

Requirements

- e. **We will check that you meet the following requirements:**
 - i. No Obligations
 - ii. Good Discipline Standing: no more than 1 level 3 and no level 4 referrals this school year.
 - iii. GPA: 2.5 unweighted GPA or higher
 - iv. PASSING ALL CURRENT CLASSES
 - v. No more than 5 unexcused absences during the 2nd semester

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- f. You can begin to submit your Google Forms with the signed copy of your permission slip on January 22, 2024. ***Please remember, all permissions slips will be submitted digitally this year using the Prom Permission Slip Google Form.***

4. Guests (if applicable):

- a. Guests who are NOT Timber Creek students must fill out the appropriate form (Prom Non TCHS Student Guest Permission Slip) and BOTH tickets must be picked up at the same time. Guests may NOT be older than 20 years old on the day of prom not may they be middle school students.
 - b. Guest applications must be submitted with your permission slip to the Prom Permission Slip Google Form between **January 22 – February 23, 2024** for approval.
 - c. Your guest's permission slip must be submitted at the same time as the Timber Creek student's permission slip using the Prom Permission Slip Google Form.
 - d. The deadline to submit guest forms is **February 23, 2024**. Your guest will not be able to attend if their permission slip is submitted after this date.
 - e. **DO NOT PURCHASE YOUR GUEST'S TICKET UNTIL YOUR GUEST HAS BEEN APPROVED.**
 - f. Guests will provide a school administrator or manager's contact information. You will receive an email from Ms. Childs informing you if your guest has been approved. This process will take place by **March 6, 2024**. Students must check their OCPs emails for this guest confirmation email.
 - g. **YOU MUST SUBMIT YOUR PERMISSION SLIP AND YOUR GUEST'S PERMISSION SLIP AT THE SAME TIME USING THE PROM PERMISSION SLIP GOOGLE FORM LOCATED ON THE TCHS WEBSITE.**
5. **Purchase Your Ticket:** Once you have been approved to purchase your ticket, you will receive the link to purchase it through School Pay. **DO NOT PURCHASE UNTIL YOU HAVE RECEIVED YOUR CONFIRMATION EMAIL WITH THE LINK TO PURCHASE.** If you purchase a ticket on School Pay prior to approval by Ms. Childs, you will be ineligible to attend and your money will not be refunded.
- a. The deadline to purchase your ticket is **Friday, March 8, 2024**. No tickets will be sold after this date. Once you are approved, please purchase your ticket early to avoid tickets being sold out.
6. **Pickup Your Ticket:** Tickets will be available for pickup in the Courtyard on **April 1st and 2nd**. Bring a **PRINTED COPY** of your School Pay Receipt and a photo ID to pick up your ticket.
7. **Day of Dance:** students must bring a photo ID and their physical ticket with them to the dance.

Other Information:

- Arrival: Doors to prom will open at 7:30 and a plated dinner will be served at 7:45pm. It is important to be on time as students will not be allowed to enter after 8:30pm.
- Prom Court Information:
 - Seniors attending Prom will nominate for Prom King & Queen. These nominations will take place through the Student Body Canvas Page.
 - Nominations will begin on March 11, 2024 and will end on March 15, 2024 @ 2:20pm.
 - Only seniors may be nominated and only seniors will be on court.
 - Nominees must meet all requirements for attending Prom (see above).
 - Homecoming King & Queen are not eligible to become Prom King and Queen.
 - Prom Court will be announced through social media on March 29, 2023.
 - All Juniors & Seniors will be able to vote for Prom King & Queen through the Student Body Canvas Course. Voting will begin on Monday, March 11, 2024 and will end Friday, March 15, 2024 at 2:20pm.

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- You may not stay at the hotel. We have asked the Hilton Orlando to not allow our students to stay at the hotel unless your parent is staying there with you.
- No Party Buses: Timber Creek High School discourages the use of unchaperoned party buses for transportation to and from Prom.
- Attire: Long, formal dresses, tuxedos or suits with a tie are appropriate attire for this formal event. If you have questions about your attire, please get it approved the Junior Class Faculty Advisor.
- Code of Conduct: All of the rules outlined in the OCPS Student Code of Conduct apply to this school function.
- ** Please remember that discipline issues could result in students not being able to walk at graduation

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Prom Ticket Checklist For Students:

The checklist below has been provided to you to make sure you do not miss any important Prom deadlines.

Checkbox	Date	Description
	January 22, 2024	Prom permission slips released on Timber Creek Website: timbercreekhs.ocps.net
	Monday, January 22 2024 – Friday, February 23, 2024	Print Prom permission slip and get it signed by a parent. All fields on the permission slip must be handwritten/signed. Do not fill out/sign the permission slip digitally. DO NOT FORGET TO... 1. Complete the Prom Permission Slip Google Form (located on the TCHS Website) 2. Submit guest permission slips with your permission slip during this time.
	Friday, February 23, 2024	ALL PERMISSION SLIPS ARE DUE TODAY!!! If you are bringing a guest, guest permission slips need to be submitted to the Prom Permission Slip Google Form along with your permission slip.
	Wednesday, March 6, 2024	Guest references will be contacted and approved/unapproved by this date.
	Friday, March 8, 2024	Timber Creek students will receiving an email confirming their guest has been approved/unapproved by this date.
	Friday, March 8, 2024	Final Day to Purchase Prom Ticket
	Monday, April 1 st & Tuesday, April 2 nd	Prom tickets can be picked up in the courtyard during A and B lunch. Please bring printed copy of School Pay receipt and photo ID.
	Saturday, April 6, 2024	Prom @ Orlando Hilton

Prom Requirements

- a. We will check that you meet the following requirements:
 - i. No Obligations
 - ii. Good Discipline Standing: no more than 1 level 3 and no level 4 referrals this school year.
 - iii. GPA: 2.5 unweighted GPA or higher
 - iv. **PASSING ALL CURRENT CLASSES**
 - v. No more than 5 unexcused absences during the 2nd semester

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- **If you are bringing a guest and they are in 9th or 10th grade at Timber Creek High School:** You will BOTH complete this form
- **If you are bringing a guest who attends ANOTHER High School or is OUT of High School:** YOU will fill out this form. Your GUEST will need to fill out the Timber Creek High School Guest Form that is found on the school's website at timbercreekhs.ocps.net
- Please note that all guest MUST be approved. Do not purchase your guest's ticket until they have been approved.
- **Guest tickets must be picked up with you pick up yours**
- **** ALL STUDENTS MUST BRING A PHOTO ID TO PROM ****
- **This form cannot be completed digitally. Please Print.**

TCHS Student Information

Name (print): _____ Student ID: _____

Grade: _____ If attending as a guest of a Junior or Senior, write their name here: _____

By signing below, we are stating that we have read and understand all of the information from the prom information sheet. We acknowledge that by attending the Timber Creek High School Prom, I am required to follow all rules of Orange County Public Schools' Code of Student Conduct, and understand that any violation of the OCPS Code of Student Conduct will result in removal from the event and possible administrative or law enforcement action.

Parent/Guardian Name: _____

Parent/Guardian Phone Number: _____

Parent/Guardian Signature: _____

Student Signature: _____

** All fields of this page must be PRINTED, completed and signed by the student and parent/guardian.

ONLY THIS PAGE WILL NEED TO BE UPLOADED TO THE PROM PERMISSION SLIP GOOGLE FORM located on the TCHS website.

Once the Prom Permission Slip Google Form has been properly completed, Ms. Childs will determine if you meet all of the requirements to attend prom. **Requirements include:**

- ✓ No Obligations
- ✓ Good Discipline Standing: no more than 1 level 3 and no level 4 referrals this school year.
- ✓ GPA: 2.5 unweighted GPA or higher
- ✓ PASSING ALL CURRENT CLASSES
- ✓ No more than 5 unexcused absences during the 2nd semester.

DO NOT purchase a ticket until obligations have been cleared and approved.

- ✓ If you are approved to attend prom, you will receive a confirmation email to your OCPS email address with instructions on how to purchase your prom ticket.
- ✓ If you are not approved, you will receive an email to your OCPS email address with information on why you were not approved and steps you can complete to meet the missing requirements.