

Timber Creek HS Prom GUEST PERMISSION SLIP (non-TCHS student)

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.
 - 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, 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 Ms. Childs outlining which requirement(s) you do not meet.
 - 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
 - f. You can begin to submit your Google Forms with the scanned copies of your permission slip on **January 22, 2024.**
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.

Requirements

- 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 as tickets do sell 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 nomination 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, 2024**.
- 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.**
- You may not stay at the hotel. We have asked the Hilton Orlando to now 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 by Ms. Childs in room 429.
- 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. **

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. <u>DO NOT FORGET TO...</u> 1. Complete the Prom Permission Slip Google Form (located on the TCHS Website) 2. Submit guest permission slips to the Google Form <i>with</i> your permission slip during this time.
	Friday, February 23, 2024	<u>ALL PERMISSION SLIPS ARE DUE TODAY!!!</u> 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	<u>Final Day to Purchase Prom Ticket</u>
	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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It is the goal of Timber Creek High School to provide a safe and secure environment to our students. In order to provide this environment, **all guests** of Timber Creek High School students who wish to attend one of our dances, must complete this form and meet the requirements below:

1. Follow all TCHS and Orange County Public Schools rules, policies and procedures.
2. Be at least a freshman in high school and/or no older than 20 years of age.
3. Not presently suspended or expelled from any school.
4. Have no serious behavior problems at their present school/place of employment of when they were in school.
5. Be recommended by an administrator from their high school or their immediate supervisor at place of employment if not currently in school.

This form must be **FULLY COMPLETE, APPROPRIATELY SIGNED** and submitted to the Prom Permission slip Google Form located on the TCHS website by **February 23, 2024**. Guest permission slips **MUST** be submitted to the Prom Permission Slip Google Form at the same time as the Timber Creek Student. When filling out the Google Form for yourself (the TCHS student) there will be an option to include your guest's information and permission slip. No guest tickets will be issued until this has been submitted and approved. It is suggested that guest forms be completed and submitted as quickly as possible as the approval process for guests can take longer than the approval process for Timber Creek High School students.

To be completed by guest (Please print. Form cannot be completed digitally. This form must be uploaded with the TCHS Student's Prom Permission Slip Google Form.

Name (print): _____ Age: _____ Date of Birth: _____

Address: _____

Phone: _____ Driver's License/State ID Number: _____

Name of Timber Creek Student: _____

Student Signature: _____

**** A CLEAR PHOTOCOPY OF THE GUEST'S PICTURE ID MUST BE ATTACHED TO THIS APPLICATION****
****A PHOTO ID OR SCHOOL ID MUST BE PRESENTED AT THE DOOR THE NIGHT OF THE EVENT**

To be completed by guest is 18 years or younger

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: _____

To be completed by an administrator at the guest's school, college advisor, or if graduated high school and not in college, direct supervisor at place of employment. (By signing this form, you give TCHS permission to contact you about this potential guest):

Name of School/Place of Employment: _____

School/Work Phone Number: _____

- Is this student/employee currently in good standing (2.5 GPA, passing all current classes?) YES NO
- Is this student/employee in good disciplinary standing (no more than 10 unexcused absences, no more than one Level 3 referral and no level 4 referrals this school year?) YES NO
- No more than 5 unexcused absences during the 2nd semester YES NO
- Do you recommend that he/she be admitted to a Timber Creek High School function? YES NO

Guest's School Administrator/Supervisor Name & Title: _____

Guest's School Administrator/Supervisor Signature: _____

Guest's School Administrator/Supervisor Email: _____