

AC FLORA HIGH SCHOOL PROM OUTSIDE GUEST VERIFICATION PACKET

Please read all information in this packet carefully. It is the responsibility of the ACF student and their outside guest to complete the forms as required and return them in the correct manner. Any questions about non-ACF student (outside guest) prom dates should be directed to Fletcher Spigner at fletcher.spigner@richlandone.org. **All forms are due no later than April 20th, 2023!**

General Guidelines

- **All non-ACF student guests must be approved by ACF administration. There are no exceptions.**
- *In general*, students who have been expelled for discipline issues involving violence, disruption of school, bus violations, failure to obey, gang-related problems or who have been arrested for violent or gang-related incidents will be denied permission to attend the ACF Prom. In addition, students with a police or employment record of these types of infractions and behaviors may be denied permission to attend prom. **ACF Administration reserves the right to deny any non-ACF student entrance to the prom** based on the information received from the guest's school, law enforcement, or current and past employers/supervisors.
- Any non-AC Flora High student denied permission to attend should contact the home school for details.
- **ALL students and guests must present a current, official picture ID at the door. (School ID, driver's license, military ID, etc.)**
- There will be no at-the-door ticket sales. Tickets must be purchased by publicized deadlines.
- AC Flora students are responsible for the behavior of their invited guests.
- Age limits for attending the prom are defined as guests in the ninth grade or higher and no older than 20.

Outside Guest Approval Procedure

If an ACF student would like to bring a non-ACF student to the Prom, the following directions must be followed:

1. Fill out the forms in this packet. The ACF student and parent should complete the indicated sections before giving it to the intended guest.
2. The forms should then be given to the intended guest, who should give it to an administrator at **their high school**, and secure the appropriate signature and approval. Acceptable school contacts include principals, assistant principals, or administrators. Once it is fully completed, the forms should be returned directly to Mr. Spigner in 310 at AC Flora.
3. If the intended guest has already graduated high school, the guest may have the forms completed by their employer/military supervisor.
4. If you are unsure of the procedure or whether or not your guest may be approved, please contact Fletcher Spigner at fletcher.spigner@richlandone.org.
5. **All forms are due to Mr. Spigner no later than April 20th, 2023!**
6. Once you return the forms to Mr. Spigner, he will give you a code to purchase your Outside Guest's electronic ticket.

**AC FLORA HIGH SCHOOL
OUTSIDE PROM GUEST INFORMATION FORM**

***Both sides of this form should be filled out by the ACF host student and returned to Mr. Spigner in 310!*

Dear ACF/Outside Guest Students and Parents,

Please read the following information carefully and understand that, by filling out this form, you agree to and understand the guidelines associated with bringing a non-ACF outside guest to the Prom. Please refer to the first page of this packet for additional of the details, regulations, and procedures associated with this process. Please direct any questions to Fletcher Spigner at fletcher.spigner@richlandone.org.

ACF Outside Guest Requirements

- **All non-ACF student guests must be approved by ACF administration. There are no exceptions.**
- *In general*, students who have been expelled/charged for discipline/legal issues involving violence, weapons, disruption of school, bus violations, failure to obey, gang-related problems, or who have been arrested for violent or gang-related incidents will be denied permission to attend the ACF Prom. In addition, students with a police or employment record of these types of infractions and behaviors may be denied permission to attend. ACF Administration reserves the right to deny any current or non-ACF student entrance to the Prom based on the information received from the guest's school, law enforcement, or current and past employers/supervisors.
- **All students and guests must present a current, official picture ID at the door. (School ID, driver's license, military ID, etc.)**
- There will be no at-the-door ticket sales. Tickets must be purchased by publicized deadlines.
- AC Flora students are responsible for the behavior of their invited guests. All prom attendees, including outside guests, must follow all school/district rules as well as local laws/regulations.
- Age limits for attending the prom are defined as guests in the ninth grade or higher and no older than 20.
- The Richland One Code of Conduct applies at all school events, including Prom.
- Law enforcement will be on duty at the AC Flora Prom.

ACF Student Name: _____

ACF Student Signature: _____

ACF Student's Parent Name: _____

ACF Student's Parent Signature: _____

Outside Guest Name: _____

Outside Guest's High School Name: _____

Outside Guest's Parent Name: _____

Outside Guest's Parent Signature: _____

**AC FLORA HIGH SCHOOL
OUTSIDE PROM GUEST VERIFICATION FORM**

***This side of the form should be filled out by the intended guest and given to his/her school administration.*

Dear School Administrator (or Employer if Outside Guest has graduated high school),

The above student has been invited to attend the prom at AC Flora High School in Columbia, South Carolina. In order to attend, the school requires a report from this student's school concerning their status as/while a student at your school. Without this information, the AC Flora administration will not grant permission for this student to attend the prom. After reading the ACF Outside Guest Requirements on the other side of this page, the school administrator should sign the form below as evidence of approval. ACF does not require details from another school; your signature based on the criteria listed in this document is sufficient for our purposes. If you have any questions/doubts about whether or not your student should be allowed to attend the AC Flora Prom, please direct them to Fletcher Spigner at fletcher.spigner@richlandone.org.

If Outside Guest is in High School, the outside guest and school administrator should fill out this section

Outside Guest Name: _____

Outside Guest High School: _____

Administrator Name (Please Print): _____

Administrator Email Address: _____

Administrator Phone Number: _____

Administrator Signature: _____

If Outside Guest has already graduated High School, the outside guest and their employer/military supervisor should fill out this section:

Outside Guest Name: _____

Outside Guest Place of Work: _____

Supervisor Name/Position (Please Print): _____

Supervisor Email Address: _____

Supervisor Phone Number: _____

Supervisor Signature: _____