



EVENT GUEST REQUEST FORM

Hutchinson High School

1200 Roberts Road SW, Hutchinson, MN
Phone: (320) 587-2151 Fax: (320) 587-8217

Office Use:

Approved

Not Approved

HHS STUDENT INFORMATION

NAME OF HHS STUDENT: _____ GRADE: _____

Event (circle one): Homecoming / Winter Dance / Prom / Other

The following are requirements and guidelines for bringing an outside guest to a Hutchinson High School event:

1. Each student may bring one pre-approved guest to an event.
2. Guests must present a photo I.D. (i.e., current school I.D. or driver's license) at the event. No guest age 20 or older, on the day of the event, will be allowed to attend.
3. No 9th-grade students will be permitted to attend Prom.
4. A copy of the guest's driver's license or valid I.D. must be attached to this form. All information should be complete prior to returning this form. **NO GUEST WILL BE ADMITTED TO THIS EVENT IF THIS FORM IS NOT COMPLETE, INCLUDING A COPY OF A VALID I.D. - NO EXCEPTIONS!** This form, along with photo I.D., must be completed and faxed (320-587-2151) or e-mailed (timothy.singer-towns@isd423.org) to HHS by 3:30 pm on the Wednesday preceding the event. Forms will not be accepted on the day of the event. Many times the picture I.D. does not fax well. We need to have a legible picture I.D. of the guest. If you think this will be an issue, please choose to scan and e-mail the form and I.D. to timothy.singer-towns@isd423.org
5. HHS students are responsible for their guests.
6. Students are not allowed to leave the event and re-enter.

Absolutely NO alcohol consumption of any kind, usage of controlled substances, and/or smoking before, during, or after the event is permitted, irrelevant of the age of the student or guest.

I understand the above requirements and guidelines for bringing an outside guest to an HHS event. I accept responsibility for the actions of my guest, both at the event and by providing accurate information about their background for approval. If something should happen, I realize my event privileges could be revoked now and/or in the future as deemed appropriate by the school administration. The student requesting to bring a guest will be notified if, for any reason, the guest is not approved by the school administration.

Signature of HHS Student

____/____/____
Date

GUEST INFORMATION

GUEST NAME: _____ BIRTHDATE: ____/____/____ GRADE: _____
Print Legibly

NAME OF HIGH SCHOOL CURRENTLY ATTENDING (if graduated, specify graduation date): _____

Guest's Emergency Contact Name

Contact Phone Number

I understand the requirements and responsibility of being an outside guest at a Hutchinson High School event. I will behave appropriately and follow all rules, at all times, while at the event. I verify all information provided is true, and I realize that poor behavior at the event will result in my guest privileges being revoked now and/or in the future.

Signature of Guest

____/____/____
Date

Guest's Phone Number

Guest: Please bring this form to your School Administrator to complete the information below.

TO BE COMPLETED BY AN ADMINISTRATOR AT THE GUEST'S SCHOOL

_____ is a student in good standing at _____ and is without a tobacco/chemical/weapon/fighting violation in the past calendar year. I attest that this student will appropriately represent our school at this Hutchinson High School event.

Administrator's Name

Position

Phone Number

Fax Number