

**FORMAL EVENT GUEST REQUEST FORM**

*Use for all guests NOT currently enrolled at Seffner Christian Academy*

Seffner Christian Academy student and student’s guest must complete the form and turn it in to the High School Office within ONE WEEK of the date of the formal event. This form will not be accepted at the door.

Signatures below indicate my/our understanding of and support of the following:

- Individuals attending a Seffner Christian Academy formal event must be between the 9<sup>th</sup> and 12<sup>th</sup> grade. All SCA rules and regulations are in effect at all times. These rules include, but are not limited to alcohol and tobacco usage, illegal substances and appropriate male/female conduct and dress code.
- The guest must be the opposite sex of the SCA student.
- Female guests must have their formal dress approved by the SCA Dean of Student Services.
- The SCA student and his/her guest must enter and leave the formal event together. The SCA student is responsible for the behavior of his/her guest and is subject to disciplinary action for failure to abide by the rules and regulations. The privilege of bringing a guest to a SCA formal event may be affected by the behavior of the guest.
- The guest of the SCA student must abide by all rules and regulations during the entire formal event. If rules and regulations are inappropriate, the guest’s school may be contacted for appropriate disciplinary action of that school. If the guest is not a student, local authority may be contacted for appropriate actions.
- Parents/guardians will be contacted to pick up their child due to misbehavior at the formal event.

**Please print AND sign name where indicated:**

\_\_\_\_\_   
 Seffner Christian Academy Student (Print)

\_\_\_\_\_   
 Seffner Christian Academy Student Signature & Date

**Guest Information**

Guest’s Name \_\_\_\_\_ Guest’s Parent \_\_\_\_\_

Address \_\_\_\_\_

Guest’s Current High School \_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_   
 Guest Student (Print)

\_\_\_\_\_   
 Guest Student Signature & Date

**Principal’s/Dean of Student’s Statement:**

To the best of my knowledge, the student from \_\_\_\_\_ is a student in “good standing” at our school. He/she is not currently under suspension, has not been expelled or recommended for expulsion from our school. Please contact our school regarding misbehavior on the part of our student while he/she is a guest at your formal event.

**For students still in high school, their Principal or Dean of Students and parents must sign below:**

\_\_\_\_\_   
 Principal/Dean’s Signature

\_\_\_\_\_   
 Phone Number

\_\_\_\_\_   
 SCA Student Parent Signature

\_\_\_\_\_   
 Guest Parent Signature

**For students wishing to bring a guest who is not a high school student, a SCA Administrator must approve below:**

\_\_\_\_\_   
 SCA Administrator

\_\_\_\_\_   
 Date