



# Holy Trinity Catholic Secondary School

## *Guest Pass Application*

### General Information and Procedure

**DO NOT PURCHASE A TICKET FOR YOUR GUEST BEFORE COMPLETING THIS PROCEDURE!**

### **READ CAREFULLY:**

Dances at Holy Trinity Catholic Secondary School are primarily for students enrolled in and in regular attendance at the school. An HT student may apply to bring one (1) guest to a dance. A guest is defined as another secondary school student who is deemed to be in good standing at his/her secondary school. **This application must be completed in full and submitted to the Administration no later than two (2) school days prior to the dance.** Administration reserves the right to refuse admission to any person for any reason.

The approved guest is required to arrive at the dance with his/her HT student escort. Both the HT student and his/her approved guest must have paid for their tickets in advance. Current student photo identification cards will be required of all HT students and their approved guests to gain admission to the dance.

Expectations apply to both HT students and their approved guests. Unacceptable behaviour by an approved guest may result in consequences, including potential legal action, for both the approved guest and the HT student. Inappropriate conduct will be addressed on an individual basis.

### **IMPORTANT:**

All students in attendance at a dance must:

- not possess, traffic and/or be under the influence of alcohol and/or drugs;
- arrive no later than the time the doors are closed and locked;
- enter and leave via designated entrances;
- adhere to the school's code of conduct;
- have their coats and bags checked in at the designated area; and,
- follow additional instructions as may be issued by adult chaperones.

### **Procedure:**

1. Print this application package (both pages).
2. Have your intended guest complete the form and return it either through you or directly to the Main Office. Fax submissions are acceptable.
3. Your Vice Principal (Mr. Finlan, A-L; Mme. Charette, M-Z) will review the form and may approve your guest.
4. Purchase a ticket for your approved guest.

HT Student initial here after reading this page: \_\_\_\_\_



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### Application and Reference Form

#### HT STUDENT INFORMATION (PLEASE PRINT):

Name: \_\_\_\_\_

#### GUEST INFORMATION (PLEASE PRINT):

Name: \_\_\_\_\_

School: \_\_\_\_\_

#### **REFERENCE CHECK:**

**TO BE COMPLETED BY THE PRINCIPAL OR A VICE PRINCIPAL  
AT THE INTENDED GUEST'S SCHOOL.**

Please initial next to one (1) of the following choices:

The student described above is in good standing and is recommended to Holy Trinity Catholic Secondary School as a guest.

Please call me at the telephone number provided regarding the student described above.

\_\_\_\_\_  
Name of Principal/Vice Principal

\_\_\_\_\_  
Signature of Principal/Vice Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Contact Telephone Number

**FINAL APPROVAL BY HT ADMINISTRATOR:**

\_\_\_\_\_  
Signature

**TICKET NUMBERS ISSUED AND  
FULL PAYMENT RECEIVED:**

\_\_\_\_\_ and \_\_\_\_\_