

Lake George Jr.-Sr. High School
Guest Authorization Release

This form is to be completed by the guest and the guest's parent/guardian.
Permission is hereby granted for Lake George Jr.-Sr. High School to receive information regarding:

***** GUEST INFORMATION *****

FULL NAME: _____ DOB: _____ GRADE: _____
(CANNOT be 21 or older)

HOME ADDRESS: _____

PARENT/GUARDIAN PHONE NUMBERS (Mandatory)

#1 - Name: _____ Cell: _____ Home: _____

#2 - Name: _____ Cell: _____ Home: _____

EMERGENCY CONTACT DURING THE EVENT (Mandatory)

Name: _____ Cell: _____ Home: _____

ACKNOWLEDGMENT: We read, understand and will abide by the Lake George Jr.-Sr. High School Protocols for Dances & Events which is listed on the back of this form.

Parent Signature: _____ Guest Signature: _____ Date: _____

***** EVENT & HOST INFORMATION *****

EVENT REQUESTING TO ATTEND: _____ DATE OF EVENT: _____

NAME OF YOUR LAKE GEORGE STUDENT HOST: _____ GRADE: _____

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**** To Be Completed by GUEST'S School Administrator ****

Lake George Jr.-Sr. High School has a guest attendance policy in place. A Lake George student has invited the person named above to a Lake George Jr.-Sr. High School function. Please complete the following Information so that we may obtain some background on the guest. Thank you for your assistance.

School the Guest is Attending: _____

Is the student currently in **GOOD STANDING**? Yes ____ No ____

- Checking **NO** will preclude guest from attending our event.

Does student have a **RECORD OF DRUG/ALCOHOL/VIOLENCE/OTHER SERIOUS VIOLATIONS** of school policies?

- Checking **YES** will preclude guest from attending our event. Yes ____ No ____

NAME OF ADMINISTRATOR FILLING OUT FORM: _____ **TITLE:** _____

ADMINISTRATOR'S SIGNATURE: _____ **DATE:** _____

**** SCHOOL ADMINISTRATOR ONLY ****

Please email this form to:

(1) Francis Cocozza, Principal (cocozzaf@lkgeorge.org)

(2) Ana Hladik, Main Office Admin Assistant (hladika@lkgeorge.org)

Or Fax To: (518) 668-3796 (Attn: Principal)

Updated 7/26/22

Protocols for Dances & Evening Events

- ★ After 7:30pm students **will NOT be allowed** in the dance/event without:
 - (1) A parent signing the student in; or
 - (2) A parent talking to a chaperone on the phone
- ★ **High School Students** (grades 9-12) who want to leave early will have to sign-out and record the time they left. (Parents may be called and the list will be available for parents to check.)
- ★ **Junior High Students** (grades 7-8) who want to leave early will need to have a parent give verbal permission to a chaperone either in person or over the phone. (Students will sign-out upon approval.)
- ★ If a student leaves the event early, they **MAY NOT** come back in and must leave the school grounds.
- ★ Bags/Backpacks **MUST** be left in the lobby. Chaperones will search ALL bags before students enter the event.
- ★ All food and drinks brought into the event will be thrown away.
- ★ Every student who wishes to participate in any activities must be in good standing and uphold a satisfactory level of behavior. Students failing to adhere to the LG Jr.-Sr. High School code of conduct and the athletic code of conduct may not be eligible to participate. This applies also to any guests attending our activities.

GUESTS

- ★ A guest is defined as a high school-aged student (grades 7-12) who is currently enrolled in a high school other than Lake George Jr.-Sr. High School. Home-schooled students who are high school-aged (grades 7-12) may also attend with a permission slip filled out by their parent/guardian.
- ★ Guests **cannot** be 21 years old or older for any event, including the Junior Prom & Senior Ball.
- ★ At least a day before the event, ALL guests must have a permission slip faxed from their school, signed, including guardian contact information. Without this permission slip, guests will not be allowed into the event. Permission slips are in the main office.
- ★ A guest can only enter the event with the Lake George Jr.-Sr. High School student who is their “host”.
- ★ **For the Junior Prom/Senior Ball ONLY**: All non-high school-aged guests or guests not enrolled within a high school are subject to approval and must meet with the Principal at least 2 weeks before the scheduled event. All other guests, who are enrolled in a high school, must have a permission slip faxed from their school, signed, including guardian contact information.

HOSTS

- ★ If a Lake George student is bringing a guest to an event, the Lake George student is the guest’s “host”.
- ★ A host can only have **one** guest per event. No exceptions.
- ★ All hosts must enter the event with their guests. At the door, the host must introduce their guest to the Principal.