



# Birthday Celebration Request Form

**Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_

**Requested Date for Celebration:** \_\_\_\_\_

**Description of Items to Be Provided:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Celebrations will not take place until after 3:00 pm on the teacher-approved date.*

**Acknowledgement:**

*I understand that only prepackaged food and beverages are allowed. I agree to provide ingredient labels on packaging to ensure no homemade food is brought. I will not bring balloons, candles, or party decorations that disrupt the learning environment.*

**Parent/Guardian Printed Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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**Teacher Use Only**

**Request Received Date:** \_\_\_\_\_

**Teacher Approved Date for Celebration:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*The teacher will notify the parent via telephone or email of the approved date for the celebration.*

**Date Office Notified:** \_\_\_\_\_

*The teacher will email the office (Secretary, Principal, and Assistant Principal).*