

# 2023 Parkway West Prom

## April 19, 2022 – 6:30-10:30

### “A Night in Paris”

**PLEASE READ ENTIRE DOCUMENT CAREFULLY**

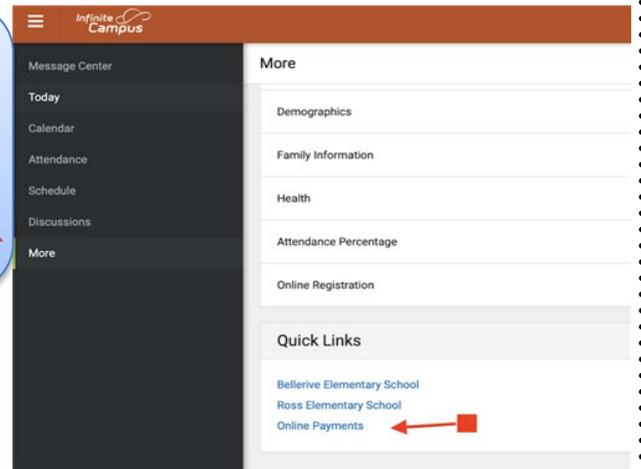
#### **Who Can Purchase:**

- Any West High **Junior/Senior** student showing they have **NO FEES/FINES** on their **PARENTS** Infinite Campus portal will be allowed to purchase a PROM ticket. If you owe a fine/fee, the Prom Icon will not be available on the account. Once the fees/fines are paid, the icon will show up on the Parent Portal in Infinite Campus.
- If Bringing a **Non-West High Student** or **Freshman/Sophomore** to prom, you need to go to your grade level office for a Guest Dance form. Turn the completed form into the bookstore where you can either purchase the guest ticket in person or have it unlocked on the Parent Portal to purchase online. **DO NOT PURCHASE YOUR PROM TICKET UNTIL AFTER YOUR GUEST FORM IS TURNED INTO THE BOOKSTORE.**
- If IC shows you have a **FEE/FINE** you will need to take care of those with the appropriate staff member (**take note from staff member to school store**) or by payment in the school store or online. Once the fee/fine has been cleared, the Prom Icon will be visible on your parent Infinite Campus portal to allow a ticket to be purchased.

#### **STEPS ON HOW TO PURCHASE TICKETS & ACCESS FEES/FINES** **ONLINE**

Parents need to log in to their parent portal on [Infinite Campus](#).

1. Click on “More” on the left hand side navigation
2. Click on “Online Payments”
3. Find Prom Icon and purchase tickets –OR–
4. Make payments as necessary online or in the school store to unlock



- **Step ONE: PURCHASE PROM TICKET ONLINE VIA INFINITE CAMPUS PARENT PORTAL**
  - **PRINT OR PICK UP A GUEST FORM, COMPLETE IT, AND TURN IT INTO THE BOOKSTORE**
  - **PURCHASE YOUR TICKET(S)**: For your guest and yourself between March 28<sup>th</sup> – April 14<sup>th</sup>
  - **MAKE SURE TO SELECT YOUR DINNER OPTION AND INDICATE DIETARY RESTRICTIONS**
- **Step TWO: SELECT YOUR TABLE**
  - **April 17-19 during lunch** at the prom table outside the cafeteria. A Table Selection form is REQUIRED (found on IC or in the bookstore, grade level offices, or athletic office), signed by all parties sharing the table, and must be presented to the prom table by **ONLY ONE PERSON** from the table. *If you fail to select your table by the end of lunch on April 19<sup>th</sup>, your table assignment will be chosen for you.*

**\*\*TICKET SALES END Thursday, April 14<sup>th</sup>, at 11:59 PM \*\***