



**Poolesville High School**  
Student Parking Permit Application

Date/Time Received:

**Fall 2019**

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_ Grade \_\_\_\_\_

**Student Parking Permit Applications are due in the Main Office no later than Friday, September 6 at 4:30pm. On Friday, September 13 at 2:45pm, parking permits will be distributed in the Poolesville High School Falcon Foyer. *DO NOT SUBMIT PAYMENT WITH THIS APPLICATION—A NON-REFUNDABLE FEE OF \$75.00 (for full year) or \$37.50 (for one semester) MUST BE SUBMITTED AT THE TIME OF DISTRIBUTION BEFORE A PARKING PASS IS ISSUED.* All obligations must be cleared. If you have questions or concerns, please contact Ms. Krouner, Business Administrator, at 240-740-2400, or at Susan\_L\_Krouner@mcpsmd.org.**

The following procedures have been established:

1. Due to limited student parking spaces, seniors, student interns, students on the work program, and students taking approved courses off-site *will be given priority*. If parking spaces are still available after all priority students have purchased parking permits, 11th grade students will be eligible to purchase parking permits on a first-come, first-serve basis.
2. A Student Parking Permit Application and the attached Parent Request for Student Use of Private Vehicle form (MCPS Form 215-6) must be completed and submitted to the Main Office no later than 4:30pm on Friday, September 6. Please be sure that all information is completed on both forms, including any vehicle(s) that might be used by the student. ***Also, a copy of a valid driver's license must be attached to the application. Do not submit payment at this time.***
3. All obligations must be cleared before parking permits are approved. Obligations can be checked and paid online through the PHS Online School Store (accessed through the PHS website). Students can also check with Ms. Flores, Financial Specialist (her office is located across from the Main Office), for any student obligations. Obligations will be checked at the beginning of the Spring semester for those students who have purchased full year passes; full year passes may be revoked for students who have unpaid obligations.
4. All students must attend a 15-minute Parking Safety Class on either Wednesday, September 11, Thursday, September 12, or Friday, September 13 at 11:15 in Room 64. *Parking passes will not be approved without attendance at one of these sessions.* Sign-Up sheets are located across from the Main Office.
5. Full year and fall semester parking permits will be distributed on Friday, September 13 at 2:45pm in the PHS Falcon Foyer. PLEASE BRING YOUR NON-REFUNDABLE PARKING FEE OF \$75.00 (for full year) OR \$37.50 (for one semester) IN EXACT CASH OR CHECK (made payable to Poolesville High School). Parking permits will not be distributed without proper and fully-completed paperwork and full payment.
6. New hanging parking permits must be displayed at all times on the rearview mirror of all vehicles beginning on Monday, September 16. Vehicles without new fall parking permits will not be permitted to park in the student lot and will receive violation notifications. Parents will be notified after a second violation has occurred; cars will be towed if a third violation occurs. Participation in school-related activities may also be suspended and parking privileges may be revoked.

7. Students may park in any unnumbered parking space in the student lot. Parking spaces are available on a first-come, first serve basis. *NUMBERED SPACES ARE RESERVED FOR STAFF.*
8. Security personnel will monitor the student lot daily. Violation notifications will be given for illegally parked vehicles. Vehicles parked in numbered staff spaces, visitor spaces, fire lanes, handicapped spaces, or non-designated parking spaces will receive violation notifications. Violators may be towed, lose their parking privileges, and/or risk parking pass revocation.
9. All vehicles must be registered with the PHS Business Office. License plate and/or vehicle changes must also be reported to the Business Office.
10. Parking permits are not transferable and cannot be sold or given to other students.
11. Students who have parking issues (lost permit, driving an alternative car, observing reckless behavior, etc.) should contact security immediately.
12. Upper class students may not transport 9th and/or 10th grade students off campus during lunch. Violators may lose their parking privileges and risk parking pass revocation.
13. Parking permits will be immediately revoked for any infraction related to the safety and security of students and staff. Parking permits may be revoked for parking in a staff, visitor, or handicapped space; or for transporting 9th and/or 10th grade students off campus during lunch hours. No refunds will be issued if a permit is revoked. Students are reminded that the safe speed limit in the student lot is 5 mph.
14. All students applying for a parking permit must have a valid driver's license.

**Students: Please check the Parking Permit Roster that will be posted on Tuesday, September 10 outside the Financial Specialist's office to confirm that parking permit applications have been received and are complete, and that all student obligations have been paid. If an obligation is noted, please make arrangements to clear all obligations either through the Online School Store or with Ms. Flores. Sign-up sheets for the 15-minute Parking Safety Class are also available in the same location.**

Please check all that apply:

- Senior     
  On work program     
  Taking courses off-site     
  Intern

Do you want a full year or semester parking pass?  Full Year (\$75.00)  Semester (\$37.50)

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

<b>For Office Use</b>	
Application Complete <input type="checkbox"/>	Date Payment Received _____
MCPS Form 215-6 Complete <input type="checkbox"/>	Cash <input type="checkbox"/> Check <input type="checkbox"/> # _____
Obligations Cleared <input type="checkbox"/>	
Application Approved <input type="checkbox"/>	Parking Pass # _____

**Office of the Chief Operating Officer  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850**

**PARENT REQUEST FOR STUDENT USE  
OF PRIVATE VEHICLE**

Student \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade \_\_\_\_  
Last First MI

Address \_\_\_\_\_ Distance to School \_\_\_\_\_  
(nearest tenth mile)

School Name \_\_\_\_\_ Homeroom # \_\_\_\_\_ Student's Dismissal Time \_\_\_\_:\_\_\_\_

Phone: Home \_\_\_\_-\_\_\_\_-\_\_\_\_ Emergency \_\_\_\_-\_\_\_\_-\_\_\_\_ Driver's Permit # \_\_\_\_\_

**Vehicle Information**

Make of Vehicle Model and Year	State and License Tag #	Color	Vehicles Insured		Name of Insurance Company	Name of Legal Owner
			Yes	No		

*I hereby request permission for the above named student to drive a private vehicle to school. I understand that there is a non-refundable fee, payable to the school, upon approval of this request. Fees are approved by the Board of Education and paid at a rate of \$37.50 per semester, \$75 per year, or \$25 per season, as determined by the school administrator.*

Permission is requested for the following reasons \_\_\_\_\_

*I understand that violation of **law and/or** school regulations governing driving may cause revocation of this privilege. If privileges are revoked the parking fees are also forfeited. I further understand that owners or operators of vehicles might incur certain legal responsibilities when other persons are transported as passengers. I also understand that if I need to drive another family automobile, I will register the car in the school office in order to park it on school grounds or be subject to ticketing and/or towing at my expense.*

Parent'/Guardian's

Home Address \_\_\_\_\_  
(If different from student) Street City State Zip Phone

Parent'/Guardian's

Business Address \_\_\_\_\_  
Street City State Zip Phone

\_\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature, Parent/Guardian Date Signature, Student Date

**TO BE COMPLETED BY SCHOOL**

Approved:  Semester 1  Semester 2  Full Year  Seasonal \_\_\_\_\_

Not Approved Reason: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature, Principal Date

Amount Paid \$ \_\_\_\_\_  Cash  Credit Card  Check No: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
Date

Parking Space Number Assigned \_\_\_\_\_ Parking Permit # \_\_\_\_\_

Permit Issued By: \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
Print Name Initials Date