

Date: \_\_\_\_\_

Parking Space and Permit # Issued F or H \_\_\_\_\_

**Essex Technical High School  
Application for Student Parking Permit  
2016-2017**

**In order for an application to be considered, all information must be filled in completely.**

**Please Print:**

Student Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Address: Street \_\_\_\_\_  
Town \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Student email address: \_\_\_\_\_

**Circle one:**

Year of Graduation: 2017 2018 Academy A B D E CVTE Program: \_\_\_\_\_

**Vehicle Information:**

Registration/License Plate Number: \_\_\_\_\_ State: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Who is the Vehicle registered to: \_\_\_\_\_ Relationship: \_\_\_\_\_

Number of days driving to school? \_\_\_\_\_

**Policy:**

- A. I am aware that I must park only in the parking lot assigned to me. Parking in the Visitor Parking Lot is prohibited.**
- B. Parking in unauthorized parking spots or the visitor lot may result in the vehicle being towed at the owner's expense. If I need to park in the lot across the street, I will cross at the crosswalk only and I will notify the Academy E Office immediately.**
- C. Parking Permit must hang from the rear view mirror with assigned parking lot facing out.**
- D. I am aware that any violation of the guidelines set forth in the Student Handbook will result in my forfeiture of parking privileges at Essex Tech.**

This application must be completed and accompanied by:

- 1. Copy of student license
- 2. Receipt or note from class advisor stating student is up to date on class dues.
- 3. \$100.00 parking fee paid Check # \_\_\_\_\_ Cash: \_\_\_\_\_ Date: \_\_\_\_\_
- 4. Checks should be made to: Essex Technical High School

Please complete this form and return it to the Secretary in Academy E. The Associate Principal in Academy E must approve this request and will assign parking. Upon approval, in approximately three days, your parking permit will be issued. **For the start of the year, students will be notified via email of their assigned parking lot and may pick up their tag August 15 – 26 between 8:00 a.m. – 2:00 p.m. Any student, who is unable to pick up their tag prior to the start of school, can pick up her/his tag on the first day of school.**

**PARKING PERMITS**

Parking permits will be issued to a student as an individual conditional privilege. Retention of the conditional privilege is dependent upon each student's complete and total adherence to school rules and regulations. Revocation will occur automatically whenever rules pertaining to parking permits are violated in any way whatsoever. Any member of the administration may revoke a permit. Parking spaces are subject to review, and the location of an assigned space can be changed by administration. Students are not at liberty to allow other students the use of their parking tag.

**(OVER)**

Students will not be issued a parking tag until they have paid their class dues, \$100.00 parking fee and completed the parking permit form.

**There should be no expectation of privacy relative to vehicles parked on school property. Cars parked on school property are subject to search at any time by the Administration and appropriate authorities.**

**PARKING REGULATIONS**

Only vehicles with a school issued parking tag will be allowed in the student parking lots.

Upon arrival to school, students must allow time to move from the parking lot to their homeroom by 7:50.

**Four (4) days tardy to school in any trimester may result in a one-week suspension of the parking permit.**

All operators and passengers of motor vehicles are required to properly fasten safety belts while on school property.

Priority for student parking begins with licensed seniors in good standing. If space allows licensed juniors will be assigned parking spaces. Sophomores will not be permitted to park on school grounds until the seniors have graduated.

Students are not allowed to go to their car during school hours without the express permission of a school administrator and an escort to the student parking lot.

On occasion, the police department and school administration may choose to have trained drug-sniffing dogs check cars in the student parking lot. The student owner/driver of a car containing illegal drugs, alcohol or other illegal contraband will be held responsible and is subject to disciplinary action.

Students are not allowed to park in the Visitor lot.

**Students will be assigned to a parking lot. The assigned lot will appear on the front of the tag; the student's license plate number will appear on the back. The individual, numbered spaces in each student lot may be parked in on a first come basis each school day. Spaces may not be saved, held, or reserved by or for any other student. Interfering with a student's right to park in any parking space will result in possible loss of parking privileges; the length of which will be at the discretion of the academy administrator.**

**Please review the student handbook for all rules regarding transportation. The handbook can be found on the Families page of the Essex Tech website.**

I have read and agree to the all terms outlined on the parking permit form.

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

**Signature of Parent:** \_\_\_\_\_ Date \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

\_\_\_\_\_ Approved                      \_\_\_\_\_ Not Approved                      Date \_\_\_\_\_