

The following contains important information regarding student parking; so please read it all carefully, and to the end! Thanks!!

STEP 1: Print the Parking Application form (see below), and agree to the terms of the contract included in the Parking Application by signing and dating.

- Email the completed and signed Parking Application and the requested attached documents to memorial.parking@edmondschools.net.
- OR ...
- Deliver printed copies (make copies for the Attendance Office to keep on file) of the completed and signed Parking Application and copies of the requested attached documents to the EMHS Attendance Office.

- **Make \$30.00 payment online (attach a copy of the Receipt to the Parking Application form). To make payment online, go to <https://memorial.edmondschools.net> and choose the Finance tab. Your student's ID number is required as the Username, and the Password (case sensitive) is the last name beginning with a capital letter. Click the Parking tab and pay. Print a receipt for your records. OR... Make payment of \$30.00 (cash or check - no credit cards) in person at the EMHS Attendance Office.**

- Applications for Parking Permits will be processed (allow one to two business days) and emails will be sent to students when ready to pick up at the Attendance Office between the hours of 8:00 a.m. and 3:00 p.m.
- The Parking Permit will be in a labeled envelope and may also contain an additional sticker with directions for students enrolled in Francis Tuttle or concurrent classes.
- All students must show a driver's license to obtain the student's envelope.
- Only the student may pick up the envelope (with proper ID). The envelope may not be picked up by family and/or friends of the student.
- NOTE: Please do not apply for a parking permit until the student has been issued a valid driver's license (not a learner's permit).

To avoid being ticketed, do not park on campus until the Parking Permit sticker has been picked up and affixed to the vehicle. Do not park on campus while the Parking Application is being processed. Do not park on campus while in the process of applying for a Parking Permit. Only park on campus after the Parking Permit sticker has been picked up and affixed to the vehicle. In order to avoid a parking ticket, the Parking Permit sticker must be affixed to the vehicle prior to the student parking on campus.

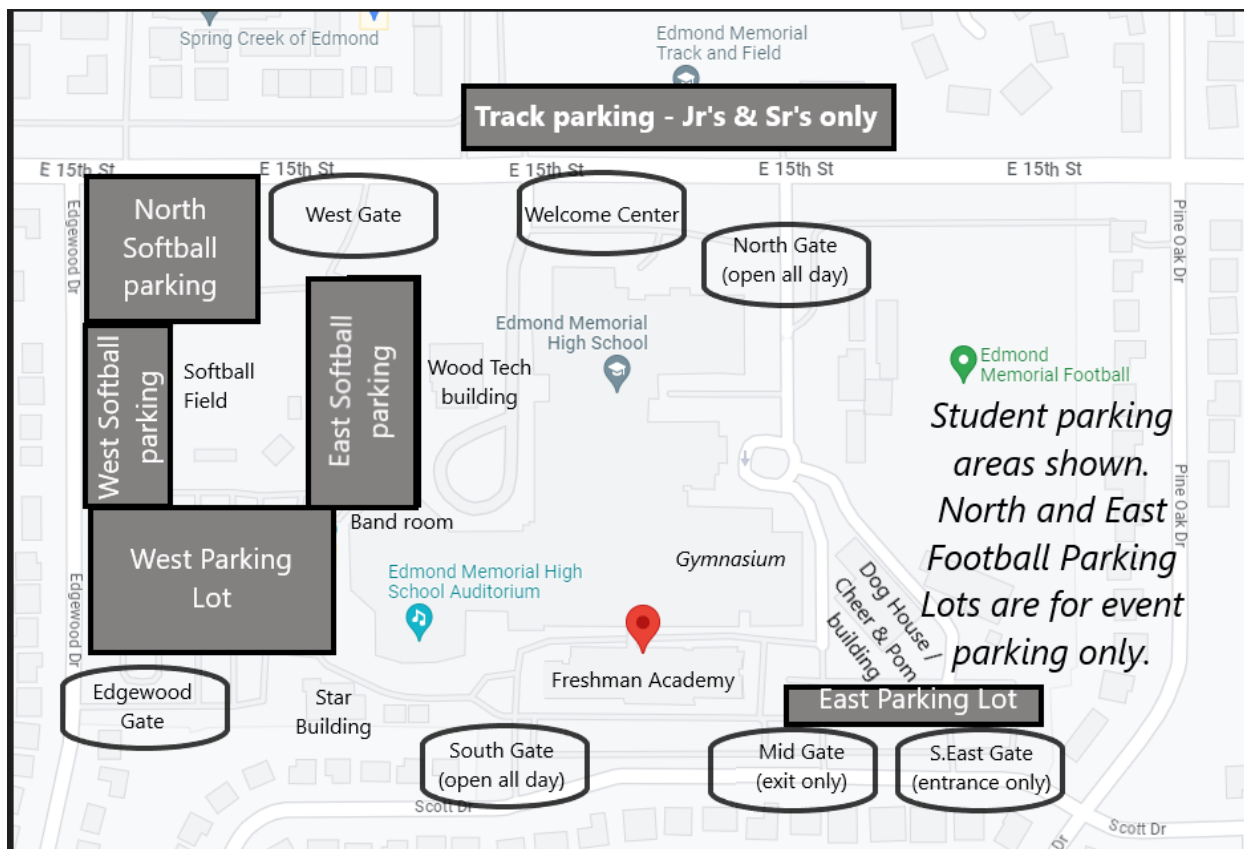
Please do not apply for a Parking Permit until the student has been issued a valid driver's license (not a learner's permit).

Freshmen may not park under any circumstances.

There are no assigned and numbered spaces for general Student Parking. Student Parking is available in the West Lot, the Softball Lots and the East Lot. Parking at the Track is for Juniors and Seniors ONLY. Students will be ticketed for violations to include, but are not limited to, the following:

- Please note:**

- See map below.**



Remove from vehicles the Parking Permit stickers from prior years. Permits do not carry over from year to year. A new Parking Permit sticker must be purchased each school year.

Driving a different vehicle due to vehicle maintenance or vehicle repair from a collision? You must obtain a Temporary Parking sticker. There is no charge, and the duration is for a two-week period. To obtain a Temporary Parking sticker, take a cell phone photo or scan or make a copy on a copier of the following documents and email them to memorial.parking@edmondschools.net OR deliver printed copies (copies for the EMHS Attendance Office to keep) of the following documents relative to the Temporary vehicle:

- If now parking a different vehicle than the one originally permitted (original vehicle was wrecked, new vehicle was purchased for driver, etc.), please apply for a Replacement. Parking decals may not be transferred from the original, permitted vehicle to a replacement vehicle. The original sticker must be returned and a new sticker purchased. To obtain a Replacement Parking Permit, take a cell phone photo or scan or make a copy on a copier of the following documents and email them to memorial.parking@edmondschools.net OR deliver printed copies (copies for the EMHS Attendance Office to keep) of the following documents relative to the Replacement vehicle:

- Application may be made for a Parking Permit with a temporary license plate (paper plate). Please remember to email a photo of the hard license plate when obtained.**

see following page...

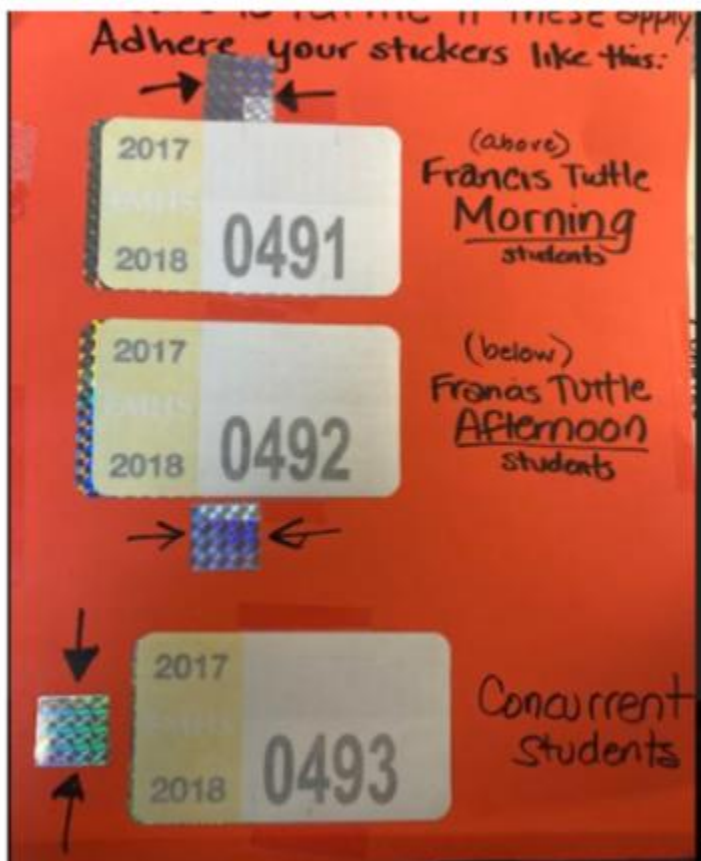
PARKING PERMIT STICKER APPLICATION

PARKING STICKER:

- The Parking Sticker must be stuck to the lower, left-hand corner of the inside of the front windshield on the driver's side.
- The Parking Sticker should face away from the driver so as to be readable from the outside of the vehicle. (See photo example to the right.)
- The Parking Sticker may not be taped to the windshield or left loose on the dash but must be stuck to the windshield.
- The Parking Sticker is for the registered vehicle ONLY and may not be moved from one vehicle to another vehicle for ANY reason.
- Remove Parking Stickers from previous school years.



ADDITIONAL PARKING STICKER FOR CONCURRENT OR FRANCIS TUTTLE (SMALL SILVER SQUARE) AND HOW TO APPLY:



see following page...

EMHS 2023-2024 PARKING PERMIT APPLICATION – 2ND SEMESTER

STUDENT LAST NAME:

STUDENT FIRST NAME:

STUDENT GRADE #:

STUDENT ID #:

CONCURRENT: _____ am _____ pm

FRANCIS TUTTLE: _____ am _____ pm

VEHICLE MAKE:

VEHICLE MODEL:

VEHICLE YEAR:

VEHICLE COLOR:

VEHICLE VIN #:

VEHICLE LICENSE PLATE #:

To obtain a Parking Permit, take a cell phone photo or scan or make a copy on a copier of the following documents and email them to memorial.parking@edmondschools.net OR deliver printed copies (copies for the EMHS Attendance Office to keep) of the following documents.

1. Parking Permit Application (this form) completed and signed.
2. Driver's License (copy or photo - attach to this Application).
3. Proof of insurance (insurance card) for the vehicle listed on this Application (copy or photo - attach to this Application).
4. License Plate (including temporary tag or paper plate) for the vehicle listed on this Application (copy or photo - attach to this Application).
5. \$30.00 payment online (attach a copy or photo of the Receipt to this Application) **OR** \$30.00 payment in person at the Attendance Office (cash or check - *no credit cards*).

EMHS Parking Contract

By signing below I accept, acknowledge and understand the parking regulations (the complete list of parking rules and regulations are listed on the EMHS website in the EMHS Handbook and on the EMHS website under "Parking Permits").

- The student must have a valid driver's license and be classified as a Senior, Junior or Sophomore. Freshmen may not park on campus.
- Parking decals must be adhered to the lower corner of the driver's side on the inside of the front windshield. Taping the decal to the windshield or leaving loose on the dash or seat is not permitted.
- If an unregistered vehicle must be driven to school, the student must obtain a Temporary Parking Permit from the Attendance Office by providing the vehicle information (listed above) and a copy of the current vehicle insurance verification. Temporary Parking Permits are free of charge.
- Parking decals may not be transferred from the original, permitted vehicle to a replacement vehicle. The original decal must be returned, an Application and attachments for the replacement vehicle submitted, and a new decal purchased for \$10.00.
- All fees, fines and parking tickets must be paid at the time of Application for a Parking Permit.
- Parking tickets must be paid within ten (10) days.

The violations include, but are not limited to, the following which will result in parking tickets:

- Parking in a Faculty, Staff, Visitor, Handicap, Loading Zone, Construction or Fire Lane space.
- Parking an unregistered vehicle.
- Unsafe driving.
- Improper parking.

Please allow one to two business days to process the Application. Once we have processed your Application and attachments, you will be notified via email that the Permit is ready to be picked up.

To avoid being ticketed, the Permit must be applied to the vehicle prior to parking on campus. Do not plan to park on campus until the day after the permit is issued, picked up and affixed to your student's vehicle.

PARENT SIGNATURE

DATE

STUDENT SIGNATURE

DATE