



**Pooleville High School**  
Student Parking Permit Application

Date/Time Received:

**Spring 2025**

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

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

**Student Parking Permit Applications are due in the Main Office no later than Tuesday, January 21 at 4:00pm. On Tuesday, January 28 at 2:45pm, parking permits will be distributed in the Falcon Foyer. Applications will only be accepted from senior students at this time. Once passes have been distributed to seniors, and if spaces are still available, juniors may apply to purchase a parking pass.**

**Payments are only made on SCO, cost \$39.00 for the spring semester, and must be paid prior to pass distribution and pickup. All obligations must be cleared for parking pass approval; payment of a parking pass does not guarantee pass approval. If you have questions or concerns, please contact Ms. Hillard, School Business Administrator, at 240-740-2400, or at Elizabeth\_L\_Hillard@mcpsmd.org.**

**The following procedures have been established:**

- 1. Due to limited student parking spaces, applications from *seniors* only will be accepted.** After seniors have received their passes, juniors who are interns, on work programs, and/or taking approved courses off-site will be able to apply for a parking pass and will be given priority. If parking spaces are still available after all priority students have purchased parking permits, other juniors 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 4:00pm on Tuesday, January 21. Please be sure that all information is completed on both forms, including any vehicle(s) that might be used by the student. *A copy of a valid driver's license must be attached to the application.*
3. All obligations must be cleared up before parking permits are approved. Obligations can be checked and paid online through the PHS School Cash Online system (SCO) (accessed through the PHS website). Students can also check with Mr. Gordon, School Financial Specialist, for any student obligations. The Finance Office can be accessed through the hallway window across from Room 1224.
4. All students must attend a 15-minute Parking Safety Class either Thursday, January 23 or Friday, January 24, during lunch in the Aux Gym. *Parking passes will not be approved without attendance at one of these sessions.* Sign-Up sheets are located on the bulletin board next to Room 1224.
5. Spring semester parking permits will be distributed on Tuesday, January 28, at 2:45pm in the Falcon Foyer. Payment is made on SCO prior to distribution and pickup; payment documentation must be provided at time of pick-up. Parking permits will not be distributed without proper and fully completed paperwork, SCO payment, safety class attendance, and cleared obligations.
6. New hanging parking permits must be displayed at all times on the rearview mirror of all vehicles beginning on Thursday, January 30. Vehicles without new spring parking permits will not be permitted to park in the south lot and will receive violation notifications. Parents will be notified after a second violation has occurred; cars may 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 parking space in the south lot closest to W. Willard Road.** *The upper south lot is reserved for staff only and students may not park in that lot. Parents will be notified if student vehicles are parked in the staff lot and parking privileges may be revoked.*
8. Security personnel will monitor the student lot daily. Violation notifications will be given for illegally parked vehicles. Vehicles parked in staff spaces, visitor spaces, fire lanes, handicapped spaces, or non-student-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 also 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 Wednesday, January 23, on the bulletin board next to Room 1224 to confirm that parking permit applications have been received, are complete, and that all student obligations have been cleared. If an obligation is noted, please make arrangements to clear all obligations either through SCO or with Mr. Gordon. Sign-up sheets for the 15-minute Parking Safety Class are also available in the same location.**

**New This Semester: Fall 2024 parking passes must be returned at the time of Spring 2025 distribution. New passes will not be issued unless expiring passes have been returned.**

Please check all that apply:

- Senior     
  On work program     
  Taking courses off-site     
  Intern

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

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

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