

Good afternoon East Families,

I hope you're enjoying your summer! This message is for seniors and juniors who are driving to school this upcoming school year. If you plan to drive to school, you will need a parking permit issued by the school.

Given the current situation with COVID, and in an effort to minimize person-to-person contact, we will be completing parking registration through a Google Form and Payforit. Students will not need to come into the building to get a parking space. We will be assigning students parking spots beginning with the red (senior) lot and then moving to the green, gold, and silver lots. The procedures are:

- Parking registration will begin Monday, July 27th for **seniors only on a first come, first served basis.**
- Beginning Monday, August 10th, registration will be open to **juniors on a first come, first served basis.**
- Students will pay the \$70 fee through *Payforit* at the start of the school year. Notification will be sent out in late August/early September notifying you when to submit payment.
- Completing the Google Form:
 - You can only access the form when you are signed into your Google **WCASD account:**
https://docs.google.com/forms/d/e/1FAIpQLScLbX32_wVIZwVLIFhBFP-3Scf3dqxsM2xN1IP9WJlI0E0Jw/viewform?usp=sf_link
 - Complete the form and attach a copy of your license, a completed and signed East driving registration form, and insurance information.
 - To add a file to the Google Form, click "Add file" and then either "select files from your device" or "my drive" depending on where you saved your documents.
All documents must be either a PDF or a photo.
- Once students have submitted the necessary documents, Ms. Hill will email students' WCASD account with their assigned parking spot. At the start of the school year, we will distribute parking stickers which should be placed on the back of the rearview mirror.
- We cannot "hold" spots for students. The documentation must be completed in order for a space to be assigned.

* Seniors and Juniors who have not registered by **Friday, August 31st must park in the silver lot** to avoid parking in another student's spot and register during their lunch period or study hall beginning Monday, August 31st. Students without a lunch or study hall period should see Mrs. Forrest directly.

Enjoy the rest of your summer!

Best Regards,

Nicole Forrest

11th grade Administrator

ALL STUDENTS MUST DISPLAY A VALID LICENSE AND PROOF OF INSURANCE AT THE TIME OF REGISTRATION

VEHICLE INFORMATION	FOR OFFICE USE ONLY
Vehicle #1: _____ Color/make model License Plate #	Amount Pd \$ _____ EHS Permit #: _____
Vehicle #2: _____ Color/make model License Plate #	Date Issued: _____ By: _____
Middle School Sibling(s) _____ Print Name	
INSURANCE INFORMATION	
Insurance Company: _____	
Insurance Policy # _____	

- 1) All student parking spaces are numbered and assigned to seniors and juniors on a first come first serve basis. Parking spaces will be issued in the red and gold lots by the gym and tennis courts or in the silver and green lots near the stadium. **Sophomores may not drive or park at East High School during the school day.**
- 2) All student vehicles driven and parked on school grounds must be properly registered with the school. **Display current parking permit on the BACK OF THE REAR VIEW MIRROR.**
- 3) All driving students must be licensed and covered by insurance. The school is not responsible for the vehicles or their contents.
- 4) Students are not to drive their vehicles from school grounds until the official end of the school day unless traveling to/from Allied Health, Education practicum, WCU Dual Enrollment, or TCHS. Allied Health, Ed practicum, WCU Dual Enrollment, and TCHS students who will be driving to TCHS must pay for a parking permit.
- 5) Students are NOT to park in Staff parking lots at East or Fugett, the Purple lot, handicapped spaces, fire lanes, or walkways.
- 6) Loitering in the parking lot or visiting cars during school hours will not be permitted. Students must have approval from an administrator before going to their car during the school day.
- 7) Students are to abide by the speed limit of (15) miles per hour and all traffic signals/signs.
- 8) All student drivers leaving the campus at the official end of each school day must exit using the Airport Road/Paoli Pike intersection or the Ellis Lane exit by Box Elder Dr.
- 9) Students are not permitted to transport middle school students unless prior permission has been obtained from a parent, an Administrator has been notified, and it is documented on the student driving registration form.
- 10) Students are not permitted to lend or sell their parking permit to other students. Violations will result in revocation of parking privileges and/or suspension. Students may not share parking spaces.
- 11) Students with outstanding school obligations will not be permitted to apply for a parking permit.
- 12) Student violation of school parking or driving regulations will result in Saturday School. More serious or repeated parking infractions may result in loss of driving privileges and/or external suspension.
- 13) On snowy days, parking is more limited than normal. As a result, students are advised to use alternative transportation such as the bus or family drop off. Students may not park in another student parking space or staff space. Students who opt to drive who don't have access to their allotted spot must see Ms. Hill in the main office
- 14) Students must use crosswalks when going to or coming from student parking lots during the school day.

Signature of Student