

Rolesville High School Student Parking Application Process 2025-2026

Student parking applications will be accepted on a rolling schedule until parking lots are filled. Students and parents must read, understand and complete this document before purchasing a parking pass. **If you are a senior or junior and are interested in purchasing a lunch pass, please complete that form correctly and bring it with your parking pass application. Both applications will be taken the same day. Both lunch pass and parking pass will be given on the same day as well.** Please complete this [google form](#) and bring the completed notarized application, a copy of students drivers license, and registration of vehicle(s) to Rolesville High School on one of the following dates that correspond with your grade level:

All grade levels pick up will be the week of August 11th,2025. Starting at 9:00 am- 12:00/1:00pm-4:00pm

Payments may only be made through the online school payment system.

Purchasing a Parking Pass After August 15th

Students or Parents will need to see Mr. Marlin with proof of payment and all completed paperwork (notarized application and copy of driver's license and registration). Parents of students that miss the deadline for the passing out of passes will need to make an appointment to see Mr. Marlin for a parking pass jmarlin@wcpss.net. Parking passes will be passed out the first two weeks of school after school from 2:45-3:30. For eligible students that obtain their full drivers license during the school year they will need to set up an appointment with Mr. Marlin to receive a parking pass.

Parking Lot Assignments

- Seniors with a GPA of 3.5 or higher will have parking privileges in the main parking lot **(while spots are available)** closest to the school.
- Seniors with a GPA that is not higher than 3.5 will park in the parking lot near the basketball court and in the parking lot near the practice field.
- Juniors will park in the parking lot behind the practice field.
- Sophomores with a valid NC drivers license will be allowed to drive and park on campus in the lot directly behind the football stadium, however they will not be granted an off campus lunch pass.
- Students will blind draw a parking spot from a bucket for the section of the parking lot they are eligible to park in.

Handicap Parking

Parking spaces for students with a temporary disability due to injury, or parking for students who require handicap-accessible spaces may be obtained on an individual basis. If a student requires a handicap-accessible space, he/she will need to contact the school at (919) 554-6303 **(20359)**, or email Mr. Marlin at jmarlin@wcpss.net prior to August 7th.

****If a person other than the student or parent is submitting the parking application on the student's behalf, we require that the student or parent provide a signed letter granting this person permission to do so. These designees may be asked to provide picture ID before purchasing the parking pass.****

Rolesville High School Student Parking Application Checklist 2025-2026

To apply for a parking space, eligible juniors and seniors* must complete the following actions. Please be sure to read these instructions carefully in order to receive your parking pass during the designated pick up times. Students will not be able to receive their parking pass until all necessary steps are completed.

- ☐ Check PowerSchool to ensure that all fees/fines are paid PRIOR to submitting an application.
- ☐ Complete the online form attaching a copy of your North Carolina Driver License and your car registration. No more than two vehicles can be assigned to a parking space. All vehicles must be registered to the family of the student.
- ☐ Read RHS Student Parking Guidelines and [WCPSS Policy 7180](#).
- ☐ Complete the student parking application and have it notarized by a notary public.
- ☐ Submit payment—either electronically using the online payment system on the RHS website under the “Parents” tab. When paying electronically, please provide a copy of your receipt with your application. **For faster processing, electronic payments are required.**
- ☐ **Please read the instructions at the top of this document to ensure you come prepared with everything you need.**

***Junior/Senior status is based on the number of credits earned, not how many years a student has attended RHS**

Rolesville High School Student Parking Guidelines & Regulations 2025-2026

All students interested in purchasing a parking pass must review the following parking regulations with their parents/guardians and complete the Student Parking Application. Students must also submit payment of \$200* electronically via the RHS website or in person on select dates listed on the actual application.

**The price for parking passes is subject to change based on the decision of the WCPSS Board of Education.*

1. Eligible seniors and juniors may register up to two (2) vehicles provided the student or parent owns the vehicles. In order to be eligible to register a vehicle, students must clear any outstanding fines/fees they have and possess a valid NC driver's license.
2. The parking fee established by the WCPSS Board for the 2023-2024 School year is **\$200**. Permits issued for less than the entire school year will be prorated at a fee of **\$20** per month for the remaining whole or partial month. The fee is non-refundable except in the following cases, for which refunds will be prorated for each month not used:
 - A student graduates early (mid-year graduates must request a refund by Jan. 31, 2024 at the latest).
 - A student's parents move from the Wake County School District.
 - A student holding a valid permit transfers within WCPSS & a parking space is not available at a new school.
3. Parking fees will NOT be refunded for voluntary withdrawal from school (dropping out), long-term suspension, school-based disciplinary action related to loss of parking privileges, or loss of driving privilege due to revocation of operator's license.
4. Lost parking tags will be replaced for a \$10 fee. Losses must also be reported to the main office.
5. Properly registered vehicles may be parked only in that student's assigned space. All vehicles must display a current hanging-tag permit, and the tag must be hung on the inside of the rearview mirror, facing forward.
6. **Students may NOT decorate their assigned parking spaces.**
7. **Students may not sell, sublet, or give their assigned parking permit or space to anyone. Students are prohibited from parking in the bus parking lot, faculty lots, visitor spaces, or other undesignated areas.**
8. Loitering in the parking lot is prohibited.
9. Students should take all materials/items needed for the school day and not use vehicles as lockers. Students are not permitted to go to their cars or be in the parking lot during the school day, with the exception of leaving for/returning from off-campus lunch with a valid pass. At lunch, only students using their official off-campus passes are permitted in the parking areas.
10. All traffic laws apply in school parking lots. Vehicles must not exceed speeds of 10 mph. Seat belts are required for the driver and all passengers. Reckless driving is not permitted. School buses ALWAYS have the right of way.
11. Attendance and tardy policy violations may result in revocation of parking privileges. Specifically, chronic tardiness to the first block and/or third block may result in revocation of parking privileges.
12. **Student vehicles are subject to search and seizure per Wake County School Board Policy 6600.**
13. Students who violate parking regulations may be subject to the following consequences: warning, a ticket with a fine, towing at owner's expense, disciplinary action, revocation of parking pass without refund, and/or loss of eligibility for parking the following year.
14. RHS nor the WCPSS is responsible for damages or theft for vehicles. Students should NOT leave valuables in their cars. Parked cars should be locked and windows closed. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
15. WCPSS Board Policy prohibits the possession and/or use of tobacco products on campus. **Students may not possess tobacco products at any time while on the school campus.** Weapon and drug charges will result in automatic revocation.
16. Parking on private property is not permissible and may result in towing and/or further disciplinary actions.

17. **Parking spots are assigned at random, RHS cannot provide preferred spots based on specific vehicles.**

18. **If another vehicle is parked in your assigned space, please park in a visitor space and alert the main office to receive a visitor parking tag for the day to avoid disciplinary action.**

Rolesville High School Student Parking Application 2025-2026

Student's Full Name: _____ Grade Level for 2025-2026: _____

Student ID #: _____ Student's NC Driver License #: _____

Address: _____ Home Phone: _____

Parent/Guardian's Name: _____ Work/Cell Phone: _____

Parent/Guardian's Email: _____

Vehicle Information

Primary Vehicle		Secondary Vehicle (optional)	
Make		Make	
Model		Model	
Year		Year	
Color		Color	
License Plate #		License Plate #	
Registered to		Registered to	

By signing below, we acknowledge that we have read the WCPSS Parking Policy 7180, the related R&P, and the RHS Student Parking Guidelines. We understand all of the policies, rules, and regulations outlined, and understand that failure to adhere to such policies, rules, and regulations may result in fines, towing, disciplinary actions, booting, and/or revocation of parking privileges for the remainder of the school year.

Student Signature and Date

Parent/Guardian Signature

Notary Public

State of North Carolina; County of _____. I, _____ a Notary Public for said County and State, do hereby certify that _____ and _____ personally appeared before me this day and acknowledge the due execution of the foregoing instrument. Witness my hand and official seal, this ____ day of _____, 20____.

Notary Public Signature

Commission Exp. Date

Official Seal