**Millbrook High School Student Parking Permit Application Process**

**PHASE ONE: Application Submission: July 1, 2023 - July 31, 2023**

**Seniors and Juniors may begin submitting online applications and documents for student parking permit lottery on Saturday, July 1 through Monday, July 31, 2023.** Students will not remit any payment at this time. Parking permit fee will be two hundred dollars ($200.00) if your application is selected in the lottery. Prior to submitting your application, please read **WCPSS & Millbrook High School Parking Regulations 2023-2024**. During the application process, you will be asked to acknowledge that you have read and understand parking regulations. You may access the grade level application form at the end of this document: Senior Application Request Form and Junior Application Request Form.

**Documents Required for Online Application (Scan & Upload):**

* **Valid North Carolina Driver’s License obtained on or before submitting an application. (NC Driver’s Permit is not sufficient documentation).**
* **Valid North Carolina Vehicle Registration Card for each vehicle (limit - two per applicant) identified in the application.**

**Important Information & Reminders:**

* Applicants will not remit fee until confirmed by an email from Millbrook High School staff members. (see **PHASE TWO**).
* Students who owe fees & fines will not be allowed to remain in the application process.. Contact our bookkeeper, Mrs. Lorrie Ellis [lellis@wcpss.net](mailto:lellis@wcpss.net) or 919-850-8787 ext 21476) for questions on fees recorded in PowerSchool. Fee payments may be remitted at this site: <https://bit.ly/2UKZXOt>. Textbooks may be returned and processed through Guest Services.
* Although multiple siblings may be eligible for a parking permit, we will distribute only **ONE** permit per family.
* **Students should use WakeID Portal to submit online applications.**  You are also encouraged to use Google Chrome as your internet browser for uploads if you are not using WakeID Portal.
* Inaccurate or incomplete applications will not be processed or included in the lottery until all documents are submitted and reviewed.
* Students will receive a confirmation email when the completed application has been reviewed by staff. All email correspondences will utilize WCPSS student-issued emails.
* During the academic year, students must remain in good academic and attendance status in order to retain off-campus lunch privileges. **Students identified with poor academic performance or poor attendance may have off-campus lunch privileges revoked.**
* Families should read the **WCPSS & Millbrook High School Parking Regulations 2023-2024 (listed below)** for all specific rules and regulations regarding parking permits and exercising privilege to park on campus.

**PHASE TWO: Application Lottery Selection Process: August 3, 2023 Students who may participate in Phase Two will receive an email notification.**

On **Thursday, August 3, 2023**, all completed applications will be entered into the grade level lottery process. **The lottery process will begin at 9:00am for seniors and 11:00am for juniors.** Students selected through the lottery process should adhere to the following steps:

1. **Beginning Friday, August 4, 2023**, selected students will remit payment **($200.00)** through MHS Online School Payment (OSP). You may access via this link: <https://bit.ly/2UKZXOt>. Families with **multiple siblings** eligible for a parking permit **may only remit payment for one parking permit** (one student permit per family).
2. Once the parking fee has been remitted, please save the receipt as proof of payment (paper copy or electronic copy). Bring receipt when retrieving your parking permit at Millbrook High School. Students must have a copy of their receipt in order to receive a parking permit.
3. On **Wednesday, August 9, 2023**, students may retrieve parking permits at Guest Services Window from Mrs. Smith. Parking permits will be distributed to students and parents/guardians only. Parking permits will be randomly distributed to students during this process. Parking permits will not be distributed without proof of payments (OSP receipt). Distribution times on Wednesday, August 9, 2023 are:
   1. **Seniors**: At the conclusion of Senior Kick-Off (Wednesday, August 9)
   2. **Juniors**: 1:00pm - 3:00pm
4. Any student that **does not** receive a parking permit on Wednesday, August 9 should plan to retrieve a parking permit prior to Friday, August 18. **Students or parents/guardians may retrieve parking permits with proof of payment (OSP receipt) between the hours of 10:00am - 12noon from Thursday, August 10 to Friday, August 18.** Any spaces not retrieved by that time will revert to students on the grade level waitlists.

**Please remember that students may not drive and park on campus without a parking permit displayed in your vehicle.** If you have any additional questions, please contact our offices.

**PHASE THREE: Parking Permit Waitlist Process (August 7, 2023)**

**Beginning Monday, August 7, 2023 at 9:00am**, seniors and juniors who did not participate in the initial lottery process may submit a waitlist request. **Submitting a request through the waitlist does not guarantee a parking permit for this school year.**  Students should follow processes outlined when submitting applications to the grade level waitlist. When parking permits become available, students will be contacted through the WCPSS email address by Mrs. Smith ([rsmith20@wcpss.net](mailto:rsmith20@wcpss.net)). Students being processed for a parking permit from the waitlist should follow the procedures outlined in **Phase Two** to remit payment. **Please remember that students may not drive and park on campus without a parking permit displayed in your vehicle.** Please contact our office for any additional questions.

**WCPSS & Millbrook High School Parking Regulations 2023 - 2024**

1. Permits will not be issued to students with outstanding fees or fines from any WCPSS School.
2. **Parking permits may be revoked as a result of inappropriate behaviors, excessive tardies or absences in one or more classes and poor academic performance in multiple classes.**
3. The parking fee for the 2022 - 2023 school year is $200.00. All mid-year graduates will receive a $100.00 refund upon return of parking permit tag. Parking permit fees are subject to change based on policy approval by WCPSS Board of Education.
4. Students will remit payment through Online School Payment (OSP) between Thursday, August 4, 2022 and Tuesday, August 9, 2022 for the first selection process **OR** within five days once removed senior or junior parking permit waitlist.
5. Parking permit applications require the student to have **a valid North Carolina Driver’s License and a valid North Carolina DMV Vehicle Registration** for each vehicle listed on the application.
6. Failure to follow all school procedures when leaving campus may result in a loss of parking privileges.
7. Students may not alter the parking space, lines or space number in any manner. Paint or any permanent visible alterations are prohibited. Violations of this rule are considered vandalism and are covered under WCPSS Policy 6420.1: Property Damage.
8. All student vehicles must display a current parking permit hanging decal on the inside rearview mirror, facing the front of the vehicle.
9. Vehicles must be parked only in assigned spaces.
10. Vehicles may not be parked on the road, driveway, inside intersections, or any other place or school campus.
11. Vehicles must be parked front-end first. Backing into spaces is not permitted.
12. The safe operation of motor vehicles is required. The speed limit on school grounds is 10 MPH. Seat belts are required for drivers and all passengers.
13. Supervision is limited in parking lots and the school system is not responsible for damages to or theft from vehicles. Students are cautioned not to leave valuables unattended in vehicles. Parked vehicles should be left with windows closed and doors locked.
14. Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property or other contraband is present in the vehicle (WCPSS Board Policy 6600).
15. Vehicles may not be left on campus overnight. If necessary, towing must be arranged by the student.
16. If a student holding an assigned parking space transfers within WCPSS during the school year, he or she will be assigned a space at the new school., if the original parking permit hanging decal has been returned to the previous school. If no spaces are available at the new school, the originating school will make a refund.
17. Students will only be issued one parking permit tag. Multiple siblings who are eligible will not be issued multiple parking permits. One parking permit will be issued per family. Students may register up to two family vehicles.
18. The parking permit tag may not be sold or loaned to another student. The penalty for this violation is revocation of parking privileges.
19. Inform the office immediately of any changes in vehicle or license plate information.
20. Lost parking tags will be replaced for a $10.00 fee. Report losses to the office.
21. WCPSS Board Policy 6430 prohibits the possession and/or use of tobacco products on campus. Students may not possess tobacco products or smoke in cars at any time while on the school campus.
22. Loitering in the parking lot is prohibited. Students should leave the parking lot immediately upon arriving at school. Students need written permission from an administrator, the School Resource Officer (SRO) or the parking lot attendant to be in student lots during school hours.
23. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Under WCPSS Board Policy 7170 students who violate parking regulations are subject to any or all of the following consequences: a. suspension or revocation of parking privilege, b. ticketing and fines, c. towing and storage of the vehicle at owner’s expense, d. school disciplinary action.
24. Handicapped parking is available as needed on an assigned basis only and requires a special parking permit hanging decal.
25. Parking a vehicle on school campus is a privilege, not a right. Permits may be temporarily suspended or permanently revoked for violation of school rules and policies including tardy policy. Please review all parking regulations.
26. Complete parking regulations may be found in WCPSS Board Policy: <https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189775> and <https://boardpolicyonline.com/bl/?b=wake_old#&&hs=189776>

[**MHS Senior Parking Permit Online Application**](https://forms.gle/Wbqo4ThLZUFzPC4M9)

[**MHS Junior Parking Permit Online Application**](https://forms.gle/PLXY7Xv5HmaRFTS47)