

For Office Use Only

\_\_\_ Copy of NCDL \_\_\_ Copy of Vehicle Reg for Each Vehicle \_\_\_ Copy of Online Vehicle Reg \_\_\_ PAID Dues \_\_\_ All Fees & Fines Cleared

Amount Paid \$ \_\_\_\_\_ Check or Money Order # \_\_\_\_\_ Cash \_\_\_\_\_ Order or Receipt# \_\_\_\_\_ Assigned Space \_\_\_\_\_ Date \_\_\_\_\_

**MIDDLE CREEK HIGH SCHOOL – STUDENT PARKING PERMIT APPLICATION 2019-2020**  
**(Read carefully - Incomplete applications will not be processed)**

- Step 1:** Complete on-line parking application – MCHS website
- Step 2:** Print & complete this one-page paper application – *Mail to MCHS*
- Step 3:** Complete Online School Payment (OSP) for parking & 19-20 class dues (opens July 1<sup>st</sup>) – *Mail to MCHS*
- Step 4:** Make photocopy of your valid NC Driver’s License and vehicle registrations – *Mail copies to MCHS*
- Step 5:** Mail the items listed above in steps 2, 3 & 4 to MCHS by the deadlines listed below

Print Full Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Grade for 2019-20 \_\_\_\_\_

Address: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

NC Driver’s License # \_\_\_\_\_ Driver’s License Expiration Date: \_\_\_\_\_

I have a **large truck** as my primary vehicle and am requesting a back in space.

**Applications will not be processed for students with outstanding fees and fines, including 2019-20 class dues.**

**Summer Parking Assignments**

- July 1 - July 26 applications accepted via mail only
- Mail applications to Middle Creek High School, Attention Senior Parking or Junior Parking, 123 Middle Creek Parkway, Apex NC 27539
- Applications with required documents must be postmarked on or before July 26, 2019
- Receipt from online payments for parking applications **must** be included in mailed application packet.
- Spaces are assigned based on date and time stamp of online payment receipt if all other paperwork is complete (Seniors in lower lot & Juniors in upper lot)

**Parking Pass Pick-up Dates & Times**

- Tuesday, August 6, 2019 from 8:00 - 11:00am and 12:00 - 2:00pm
- Remaining parking spaces will be assigned on a first-come basis (11<sup>th</sup> & 12<sup>th</sup> grade only) on Thursday, August 8th from 9:00 - 11:00am with completed applications and payment with check or exact cash. *The school will not make photocopies of required documents.*

**All parking space sold after August 8, 2019 will be processed through the main office (cash or checks only).** After August 26, 2019, students may submit completed applications to the main office before or after school during regular office hours.

**APPLICATION WILL NOT BE PROCESSED WITHOUT THE SIGNED VALIDATION OF THE FOLLOWING STATEMENT**

*As evidence by our signatures, we reviewed and agree to all of the MCHS parking rules and regulations pertaining to operating a vehicle on the Middle Creek High School campus. We understand that MCHS may revoke parking privileges for violations of MCHS or WCPSS expectations or policies. We attest that the registered vehicles are owned by the family of the student applying for the parking space.*

\_\_\_\_\_  
Student name (printed, signed, and dated)

\_\_\_\_\_  
Parent name (printed, signed, and dated) **MUST BE NOTARIZED**

**NOTE TO NOTARY: THE PARENT’S SIGNATURE MUST BE NOTARIZED.**

State of North Carolina; County of \_\_\_\_\_  
I, \_\_\_\_\_, a Notary Public for said County and State,  
do hereby certify that \_\_\_\_\_ personally appeared before me this  
day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Notary \_\_\_\_\_

My commission expires \_\_\_\_\_, 20\_\_.

(Official Seal)

**MCHS Parking Application Page 2**  
**MIDDLE CREEK HIGH SCHOOL PARKING RULES/REGULATIONS 2019-2020**

1. The parking fee established by the Wake County Board of Education for the 2019-2020 school year is \$200. Fees will be reduced by \$20 EACH month beginning the first of each month.
2. Parking permits will be available to students with a valid North Carolina Driver's License.
3. All students who park a motor vehicle on school campus must display the current hanging-tag permit. The tag must be hung from the inside rearview mirror and facing the front of the vehicle. Students who fail to properly display the tag will be ticketed or have their tags revoked.
4. Vehicles must be parked in assigned spaces. The only place available for student parking is the student lot. Students may not park on the road, driveway, in intersections, or in any other place, (including other school campuses). **Vehicles parked in the wrong space or in unauthorized areas will be towed at the owner's expense and the permit will be subject to revocation without refund.**
5. **Vehicles should be parked front-end first. Backing into spaces is not permitted.**
6. The safe operation of motor vehicles is required. Vehicles must not travel in excess of 10 MPH. Seat belts are required for driver and all passengers.
7. **STUDENTS SHOULD NOT EXCEED SPEED LIMITS ON THE WAY TO SCHOOL OR DRIVING HOME FROM SCHOOL. NON-RESIDENTS OF JAMISON PARK SHOULD NOT DRIVE THROUGH THE NEIGHBORHOOD WHEN COMING TO OR LEAVING THE SCHOOL CAMPUS.**
8. Speeding and reckless driving are prohibited.
9. Citations will be issued as necessary.
10. Supervision is provided for parking lots; however, the school system is not responsible for damages to or theft from vehicles. Students are cautioned **NOT** to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
11. Student vehicles are subject to search and seizure if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband are present in the vehicle per Wake County Board Policy 6600.
12. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
13. Refunds for parking fees will be made only if the student moves away from the Wake County Public School System. All refunds will be prorated, based on a \$17 per whole-month not used basis.
14. If a student holding an assigned parking space transfers within the Wake County Public School System during the year, he or she will be assigned a space at the new school with no further payment of fees, assuming the original parking tag has been returned to the office of the previous school. If no space is available at the new school, the originating school will make the refund.
15. Parking fees will **NOT** be refunded for:
  - Voluntary withdrawal from school (dropping out);
  - Long-term suspension from school;
  - School-based disciplinary action related to loss of parking privilege;
  - Loss of driving privilege due to revocation of operator's license;
  - All other refund requests are at the discretion of the principal
16. Only one tag will be issued per student. Students may register up to two of their family vehicles. The tag may be moved from one registered family vehicle to another, but may **NOT** be sold or loaned to another student for his or her use. The penalty for doing so is revocation of parking privileges. Spaces may **NOT** be shared by students.
17. Students must inform the office immediately of any change in vehicle or license plate and provide a copy of the vehicle registration.
18. Lost parking tags will be replaced for a \$10 fee. Report losses to the office.
19. School 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.
20. Loitering in the parking lot is prohibited. Students should lock their cars and enter the school building upon arrival and leave the parking lot immediately after school. Students need written permission from an administrator, the SRO, or the parking lot attendant to be in student lots during school hours.
21. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Under School Board Policy #7180 students who violate parking regulations are subject to any or all of the following consequences:
  - Revocation of parking privilege
  - Ticketing
  - Towing and storage of the vehicle (at the owner's expense)
  - Disciplinary action
  - Criminal charges as prescribed by law
22. Handicapped parking is available as needed on an assigned basis only with the proper documentation from DMV for the MCHS student.
23. Student drivers permitted to leave campus for lunch must show their lunch permit to the security officer before departure. It is the **driver's responsibility** to ensure that all passengers in their vehicle have a valid lunch pass prior to leaving the student lot for lunch.
24. Student drivers who check out of school early must present their check-out slip to the security officer before departure.
25. Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations with your parents and call the school for clarification of any matter if you have questions.
26. The principal may include additional rules and regulations which will enhance the student parking program at Middle Creek High School.
27. Leaving Campus: **STUDENTS ARE NOT ALLOWED TO PICK UP OTHER STUDENT'S AT ANY LOCATION POINT ON CAMPUS WHEN THEY LEAVE FOR LUNCH OR CHECK OUT EARLY. STUDENT DRIVERS ARE NOT TO TAKE UNAUTHORIZED STUDENTS OFF CAMPUS AT ANY TIME. THIS WILL RESULT IN PARKING PASS REVOCATION.**