**Millbrook High School – Parking Application Information**

**2020 – 2021 ~ Final Phase**

**Senior Parking Permits** **and Junior Parking Permits** will continue to be distributed through our Guest Services Window until all parking permits are assigned. **Completed parking permit applications & corresponding documents must be submitted to staff when students arrive at the Guest Services Window. Parking Permits will be available on a first-come first-served basis.** When all parking permits have been exhausted, student application will be placed on a grade level wait list.

Regardless of WCPSS School Operation Plan, parking spaces will be distributed to a single student. **Parking permits will be distributed at no cost for the reminder of the school year**. Please read the next two sections carefully for complete instructions. Please contact AP Sebastian Shipp ([sshipp@wcpss.net](mailto:sshipp@wcpss.net)) for any questions regarding process.

**What Documents to Include When Submitting Application:**

1. Photocopy of **Valid NC** Driver’s License (Driver’s Permit is not sufficient).
2. Photocopy of **Valid NC** registration card for each vehicle.
3. Signed copy of the “*Millbrook High School Parking Regulations*”.
4. Senior or Junior “*Vehicle Registration Form*”.

**Important Reminders:**

* **Applications will be accepted only through submission of the Guest Services Window attendant. Applications will be processed in order of submission and students will be contacted if application has been approved. Applications will be accepted and processed each day from 7:00am until 3:00pm. Incomplete applications will not be processed. All photocopies should be completed prior to submitting application.**
* **Although multiple siblings may be eligible for a parking permit, we will distribute only ONE permit per family.**
* **Students who have selected to participate in the WCPSS Virtual Learning Academy (Cohort D) are not eligible to submit an application for a Millbrook High School parking permit during the 2020 – 2021 school year.**
* No one will be allowed to participate parking permit selection process if fees & fines are owed. **Contact our bookkeeper, Mrs. Nelson-Miller (**[**knelsonmiller@wcpss.net**](mailto:knelsonmiller@wcpss.net) **or 919-850-8787 ext. 21476) for any fees or fines recorded. Textbook may be returned to the Guest Services Window attendant. Payments should be remitted through OSP.**
* **Students will receive an email correspondence if the application has been approved. WCPSS staff will use WCPSS student-issued emails for this process.**
* Students selected to receive a parking permit may retrieve parking permit tag from Guest Services Office based on time provided in approval contact email.