

2024-2025 Parking Pass FAQs:

Parking Pass Payment:

How much are parking passes for the 2024-2025 school year?

The passes are \$50.00 each and are not prorated.

Can I pay with cash, check or credit card?

The only accepted form of payment is an electronic payment via [PaySchools](#)* and the account must be free of outstanding fees.

When can I make payment for a parking pass?

If you have not received a waitlist email, you can make payment via [PaySchools](#) beginning on Tuesday, July 16th.

Can I give you payment when I pick up my parking pass?

No. Payment must be made prior to picking up your parking pass as **there are no transactions at the time of pass pick up**. Please allow 24 hours for the payment to post. Please take a screenshot of the email confirmation sent from PaySchools (this should include date and time of payment, as well as the confirmation number).

After I register, what is the deadline to purchase the pass?

The deadline to purchase & pick up your pass will be **Friday, August 23rd**. If you do not purchase & pick up your pass by that date, it will be released and will be available for future drivers.

Parking Pass Pick Up

Where is the Parking Office located?

Mrs. Day's office (A71 - 2nd floor, above the clinic)

What are the Parking Office Hours?

July 22 - August 9: office hours are M-F 8:00 am -11:30 am / 1:30-2:30 pm,

August 12 - end of school year: office hours are M-F 7:15 am -11:30 am / 1:15 pm - 2:45 pm

What should I bring to register/pass pick up?

You must have your **permanent** driver's license, proof of vehicle license plate number (vehicle registration form or picture of car with visible license plate), screenshot of the email confirmation sent from Payschools (this should include date and time of payment, as well as the confirmation number) and [Parking Signature Form](#)

Please make sure to bring all of these items, including a printed and completed Parking Signature Form, a parking pass can not be completed without all items.

Additional Questions:

If I graduate early, may I give my pass to my sibling after graduation?

No, passes are non-transferable. We will re-assign your parking location to another Senior on the waitlist. If you are anticipating an early graduation, please contact Mrs. Day at dayk@masonhioschools.com.

If I lose my license may I sell my pass to a classmate?

No. Again, passes are non-transferable. If caught transferring a parking pass, the parking pass will be taken from both the original purchaser and the secondary user. The pass will then be reassigned to the next person on the waitlist.

What do I do if someone else parks in my assigned spot?

Take a picture of the license plate of the vehicle parked in your spot. then report the information to Mrs. Day in A71. You can also email the picture of the plate directly to her upon arrival to school daykmasonohioschools.com

Seniors-park your car in the visitor lot.

Middle School Drivers- please park in a MMS spot #M175-M181 (they are in the last row along Tylersville Rd).

If this makes you late for school, first sign in with attendance and then bring the information to the parking office (office A71) to assure that the tardy will be removed from your attendance record.

What if I start driving a different car? How do I change the car information for my pass? If

you begin driving a different car after your parking pass has been issued, you can email the car information to me dayk@masonohioschools.com. I will need the Make, Model, Year, Color, Plate #.

Where do I park if I am on crutches or have a doctor's note restricting walking distance?

If you have a permanent or long term medical condition, you should ask your doctor for a prescription for a temporary handicap parking placard. You may then park in any handicap spot surrounding the building as their use is regulated by state law.

If you have a temporary condition resulting from an injury or surgery, you may inquire about an injury spot. These are issued with a doctor's note only, are for a shorter duration of time and on a first come, first serve basis. Please email me dayk@masonohioschools.com if you will be needing an injury spot.

What if I won't have my permanent driver's license until after August 23rd, 2024?

Please DO NOT register for a parking spot if you won't have your license until after school starts. Passes will still be available most of the school year. Any registrations that are made over the summer without a valid driver's license will be released by August 26th..

If your student will be getting their driver's license after the August 26th cutoff date, they can stop in my office any time during the school year after getting their license to get a pass (as long as they are still available).

*Passes can be issued during the school year by filling out this form, [2024-2025 Parking Signature Form](#), and bringing in a copy of the student's driver's license, and proof of parking pass payment made on PaySchools.

Additional Information : [2024-2025 Important Dates](#)