

Copy of NCDL _____ Copy of Vehicle Reg _____ Questionnaire form _____ Dues Paid _____ Paid _____ Assigned Space _____

WILLOW SPRING HIGH SCHOOL – 10th GRADE STUDENT PARKING PERMIT APPLICATION - 2025-2026

Print Full Name: _____ Grade 2025-2026 _____

Address: _____ Student Cell Phone: _____

(Please read carefully – incomplete applications will not be processed)

- Step 1: Complete online [parking questionnaire](#) form on WSHS website (**completed by student using WCPSS login**)
- Step 2: Print, complete, sign and notarize this one-page paper application
- Step 3: Make photocopy of valid NC Driver's License (NO LEARNERS PERMIT)
- Step 4: Make photocopy of vehicle registrations for each vehicle submitted on questionnaire form
- Step 5: Class Dues for each school year and any other fees & fines must be paid
- Step 6: Turn in all paperwork to the main office (before school, during lunch, or after school) for verification

Once applications are verified - the school will add the parking fee payment option for students & parents in the SchoolCash Online Payment system. Parents will get an email notification that it's been added.

- Step 7: Complete payment through SchoolCash Online
- Step 8: Pick up parking tag the next day from Main Office

10th grade students and parents understand and agree that if the student is caught leaving campus during lunch in their vehicle that it will result in the **immediate termination of their parking privileges**. No refunds will be issued in the event that a student's parking is revoked for disciplinary reasons related to parking.

Applications will not be processed if documents are missing or if a student has any outstanding fees and fines. The school will not make photocopies of required documents.

Applications will not be processed without the signed validation of the following statement:

As evidenced by our signatures, we have reviewed and agree to all of WSHS parking rules and regulations pertaining to operating a vehicle on the Willow Spring High School campus. We understand WSHS may revoke parking privileges for violations of WSHS 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 Print name

Parent Print Name

Student name: signed and dated

MUST BE NOTARIZED Parent name signed and dated

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

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Willow Spring High School Parking Rules/Regulations 2025-2026

1. The parking fee established by the Wake County Board of Education is \$200.00 for the school year. Fees will be reduced by \$20.00 each month, beginning each month.
2. Parking permits will be available to students with a valid North Carolina Driver's License. NO PERMITS!
3. All students who park a motor vehicle on school campus must display the current hanging- tag permit. The tag must be hung from inside the 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 in the student lot. Students may not park in the road, driveway, or 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 the driver and all passengers.
7. Speeding and reckless driving are prohibited. Citations will be issued as necessary.
8. Supervision is provided for parking lots; however, the school system is not responsible for damages to or theft from the vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with the windows closed and the doors locked.
9. 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.
10. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.
11. Refunds for parking fees will be made only if the student moves away from the WCPSS school system. All refunds will be prorated, based on a \$20 per whole month, not used basis.
12. If a student holding an assigned parking space transfers within the WCPSS 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 was turned in to the office at the previous school. If no space is available at the new school, the originating school will make the refund.
13. Parking fees will not be refunded for:
 - a. Voluntary withdrawal from school (dropping out)
 - b. Long term suspension from school
 - c. Loss of driving privileges due to revocation of driver's license
 - d. School based disciplinary action related to loss of parking privilege
 - e. All other refund requests are at the discretion of the principal
14. Only one tag will be issued for each student. Students may register up to two family vehicles. The tag may be moved from one registered vehicle to another but may NOT be sold or loaned to another student for his/her use. The penalty for doing so is revocation of parking privileges. Spaces may not be shared by students.
15. Students must inform the office immediately of any change in vehicle or license plate and provide a copy of the vehicle registration.
16. Lost parking tags will be replaced for a \$10 fee. Report loss to the office.
17. School Board Policy 6430 prohibits the possession/use of tobacco products on campus. Students may not possess tobacco products or smoke in cars at any time while on the school campus.
18. 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 a written permission from an administrator, the SRO, or the parking lot attendant to be in the student lot during school hours. Students **MAY NOT** sit in vehicles during Bolt Lunch.
19. 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:
 - a. Revocation of parking privilege
 - b. Ticketing
 - c. Towing and storage of the vehicle at the owner's expense
 - d. Criminal charges as prescribed by law
20. Handicapped parking is available as needed only with the proper documentation from DMV for the WSHS student.
21. Student drivers permitted to leave campus for lunch must show their lunch pass 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.
22. Students who check out of school early must present their check out slip to the security officer before departure.
23. The principal may include additional rules and regulations which will enhance the student parking program at Willow Spring High School.
24. 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.
25. Mid-year graduates must pay the full parking fee in the fall and apply for a refund after graduation. Applications for mid-year graduate refunds are in the front office.
- 26. Only one tag will be issued per space and space assignment is FINAL.**

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 on any matter if you have questions.