



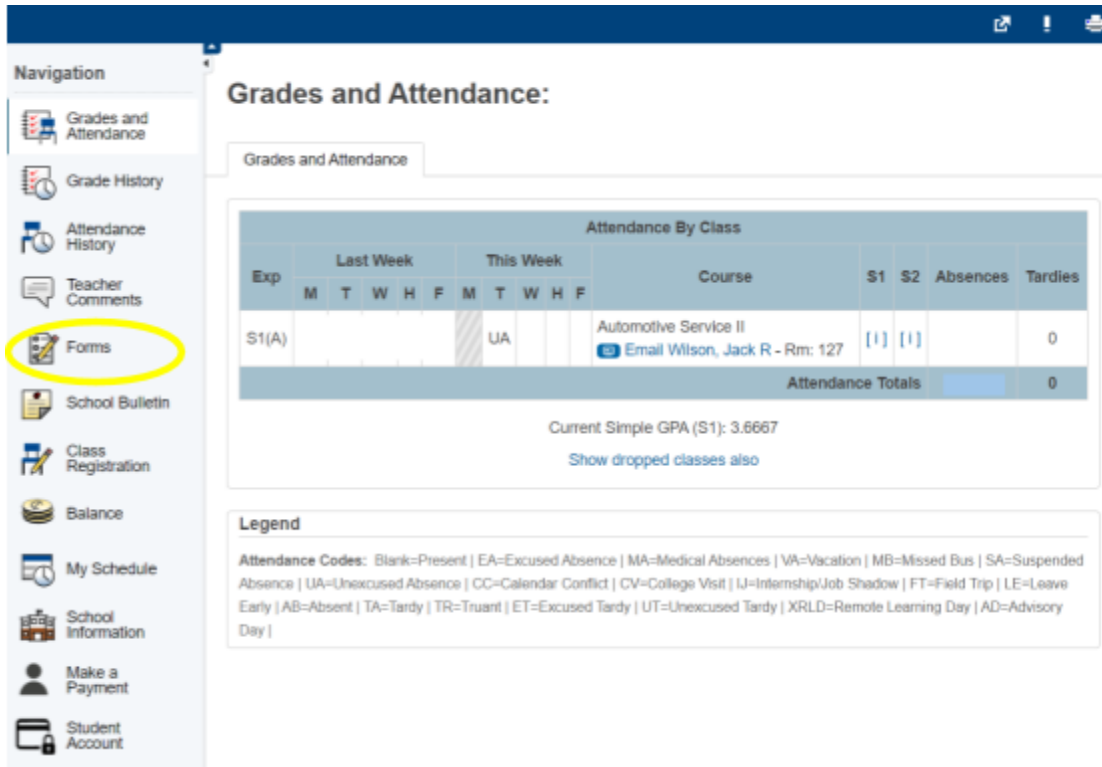
# Driving Permit Sign-up Instructions

This document outlines the instructions and procedures for **parents** to sign-up for a driving permit **if their home school allows students to drive to Tech Campus for in-person instruction**. Sessions are held Monday, Tuesday, Thursday, and Friday during our scheduled times (Session 1: 8:20-10:15, Session 2: 10:25-12:15, Session 3: 1:00-2:50). **Parents** must sign their student(s) up and be approved for a parking permit before driving to campus. Students will park in the CLC parking lot.

1). **Parents** must sign in to PowerSchool through <https://powerschool01.techcampus.org/>. **Parents** created their username and passwords following the steps of the Welcome Packet sent over the summer. If there is an issue with obtaining this information, please submit a ticket through the Technical Support at <https://www.techcampus.org/domain/112>.

A screenshot of the PowerSchool SIS login page. At the top is the Lake County TECH Campus logo. Below it is a dark blue header with the PowerSchool SIS logo and text. The main content area is white and titled 'Student and Parent Sign In'. It features two buttons: 'Sign In' and 'Create Account'. Below these are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A blue 'Sign In' button is positioned at the bottom right of the form area. At the very bottom of the page, there is a small copyright notice: 'Copyright © 2005-2020 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

2). After logging in, parents will see the home page. This is where parents can track attendance, grades, contact their teacher, and more. Parents will click on the **Forms** option on the left side of their screen.



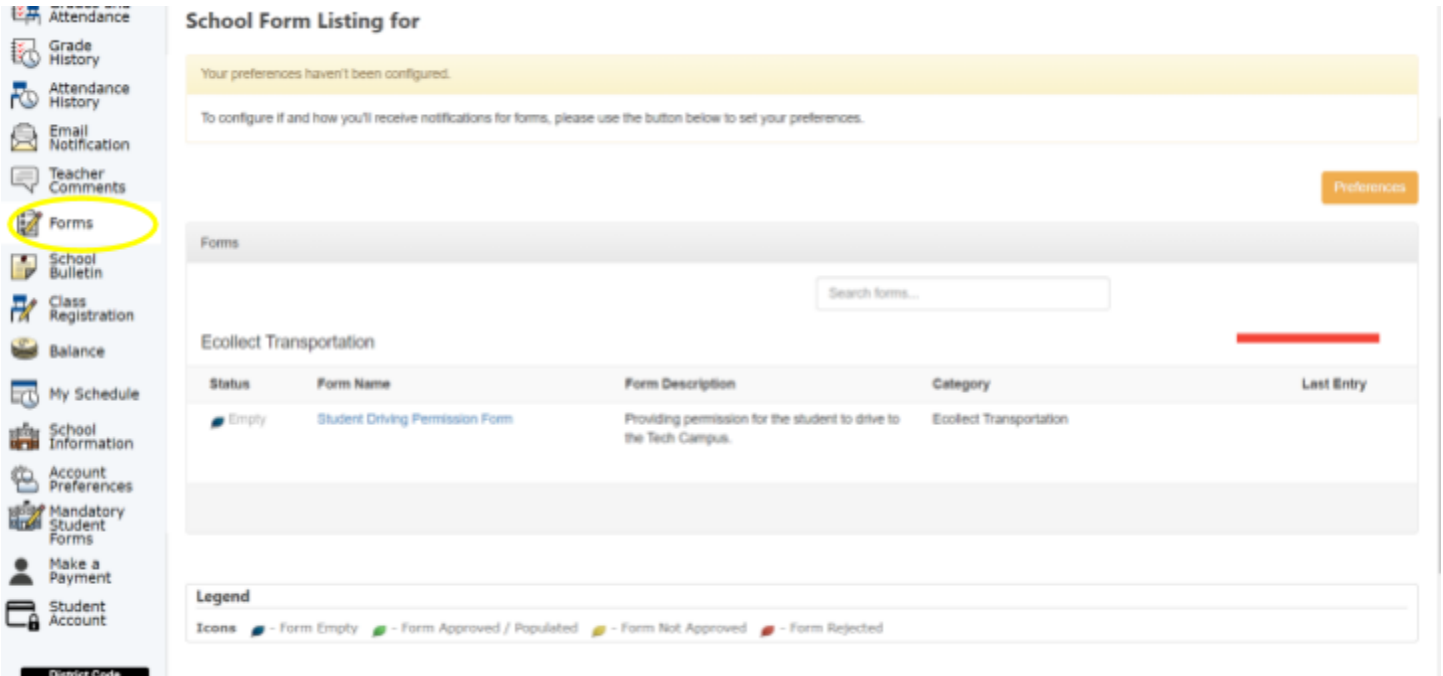
The screenshot shows a web interface for 'Grades and Attendance'. On the left is a navigation menu with the following items: Grades and Attendance, Grade History, Attendance History, Teacher Comments, **Forms** (highlighted with a yellow circle), School Bulletin, Class Registration, Balance, My Schedule, School Information, Make a Payment, and Student Account. The main content area is titled 'Grades and Attendance:' and contains a table for 'Attendance By Class'.

Exp	Last Week					This Week					Course	S1	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F					
S1(A)						UA					Automotive Service II Email Wilson, Jack R - Rm: 127	[1]	[1]		0
<b>Attendance Totals</b>															0

Current Simple GPA (S1): 3.6667  
[Show dropped classes also](#)

**Legend**  
 Attendance Codes: Blank=Present | EA=Excused Absence | MA=Medical Absences | VA=Vacation | MB=Missed Bus | SA=Suspended Absence | UA=Unexcused Absence | CC=Calendar Conflict | CV=College Visit | IJ=Internship/Job Shadow | FT=Field Trip | LE=Leave Early | AB=Absent | TA=Tardy | TR=Truant | ET=Excused Tardy | UT=Unexcused Tardy | XRLD=Remote Learning Day | AD=Advisory Day

3). After students select the **Forms** option, parents will see a sheet titled “Student Driving Permission Form.” Again, **only parents** have access to this form. Students will not see it when they log into PowerSchool.



**School Form Listing for**

Your preferences haven't been configured.  
To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

[Preferences](#)

Forms

Search forms...

Ecollect Transportation

Status	Form Name	Form Description	Category	Last Entry
Empty	Student Driving Permission Form	Providing permission for the student to drive to the Tech Campus.	Ecollect Transportation	

**Legend**

Icons: ■ - Form Empty ■ - Form Approved / Populated ■ - Form Not Approved ■ - Form Rejected



4). The permit will auto-populate with the student’s information for their parent or guardian. Parents need to determine if the pass is permanent or temporary, based on their driving situation. Additionally, parents need to provide the Make/Model of the vehicle and their **student’s** license number. By providing a parent or guardian signature, parents agree to the terms set by Tech Campus and their member schools.

**Student Information**

<b>Name</b>	<b>Date of Birth</b>	<b>Home Phone</b>
<b>School</b> Lake County Tech Campus	<b>Grade</b>	<b>Home Address</b>

**Will this permit be temporary or permanent? \***

Permanent     Temporary

**Start Date \***    **End Date \***

MM/DD/YYYY    MM/DD/YYYY

**Make/Model of Vehicle \***    **Year of Vehicle \***    **Vehicle License Plate Number \***

   MM/DD/YYYY    MM/DD/YYYY

**Student License Number \***

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**Permit Information**

The Student fully understands and agrees to any restrictions of this permit and shall not transport passengers to or from the Tech Campus. The student further understands that any violation of responsibility stated on this permit or in the Student Handbook could result in immediate termination and removal of said student from the Tech Campus program at the discretion of the member school. The Tech Campus and member schools do not assume any liability for students driving to and from the Tech Campus. The student is responsible for requesting and completing the Addendum to this form upon receiving his/her first authorized temporary permit to drive.

**I consent to the use of electronic signatures \***

I consent

**Parents/Guardian Signature \***    **Date \***

   8/8/2020

**Submit**

5). Upon completion of the application, it will be viewed as “pending” until it is approved by the main office.