

## ***Interlake High School Parking Permit Application Process 2025-2026***

Applications for a parking permit are available on the Interlake High School website and in the Interlake Main Office:

- Turning in an application does not guarantee the student a parking spot. Space is limited.
- Parking permits will be assigned to juniors and seniors only.
- Students must pay all outstanding fines and fees **BEFORE** they apply. If applicants have fines or fees when they submit their application, it will be added to the waitlist lottery.
- Students must be at least 16 years old and have valid driver's licenses. No exceptions. Carpool drivers must meet the 6-month state requirement for driving with passengers. Driving with siblings is legal and will qualify for a carpool however please see the minimum requirements for carpool/rideshare.

**Carpools, Off-Campus WANIC, Part Time Running Start and AL Seniors with internships are given priority for parking permits.** Only carpool applications and applications for students who are confirmed to be in an AL Internship, Running Start or off campus WANIC will be accepted in June. If more applications are received than parking spaces available, a lottery will be used to determine who will receive a permit (See Important Dates).

- Carpools consists of 3 or more students: One driver and at least two passengers.
- If a student is part of a carpool, they will not be eligible for a **single-driver parking permit**.
- All Priority applications submitted after the priority window will be included in a lottery with the single driver applications for the remaining spaces, if available.

**All parking spaces will be given according to the process outlined below:**

- All applications must be delivered to the school in person during the designated dates and times. **There will be no exceptions.** All carpool applications will be entered in the single driver lottery if received after the priority deadline.
- Complete applications include:
  - A completed application **form** with all signatures, a copy of a **current insurance card**, and a copy of the **student's driver's license** (no copies will be made at the school).
  - You must arrive with a complete application packet. No copies can be made at the school.
  - Incomplete applications will not be accepted.
- **Do not attach checks** to the application. Payment will be accepted once a student has been approved for a parking permit.
- When a parking permit is issued, the student/family will receive an e-mail indicating they have been approved for a parking permit, and when it will be ready to be picked up.
- Parking permits can be picked up on the designated dates/times. Students must pay the \$100 permit fee before receiving their permit.
- Students have until the end of the first week of school to pick up their parking permit. If it is not picked up by this date, it will be released and assigned to a student on the waiting list.

## **IMPORTANT DATES for IHS Parking Permit Applications 2025-26**

<b>Priority Permit Application</b>	<b>Single Driver Permit Application</b>
<p><b>Important Dates:</b></p> <p><b><u>June 9<sup>th</sup> – 16<sup>th</sup></u></b>            Priority applications for 2025-2026 will be accepted in the Main Office according to the following schedule:</p> <ul style="list-style-type: none"> <li>Monday through Friday: 8:00 am – 12:00pm</li> </ul> <p><b><u>June 17<sup>th</sup> – August 11<sup>th</sup></u></b>            NO PARKING APPLICATIONS WILL BE ACCEPTED.            MAIN OFFICE WILL BE CLOSED AT THIS TIME.</p> <p><b><u>August 12<sup>th</sup> – August 15<sup>th</sup></u></b>            Priority applications for 2025-2026 will be accepted in the Main Office according to the following schedule:</p> <ul style="list-style-type: none"> <li>Tuesday – Friday 9:00 am – 12:00 pm</li> </ul> <p><b><u>August 15<sup>th</sup> 12:00pm</u></b>            Priority application period ends.            Any Priority applications turned in after this time will go into the lottery for the remaining spots.  <b>PLEASE SEE SINGLE DRIVER PERMIT INFORMATION IN THE RIGHT COLUMN FOR IMPORTANT DATES.</b></p> <p><b><u>August 20<sup>th</sup></u></b>            Notification e-mails will be sent to those Priority applications that are approved for a permit.</p> <p><b><u>August 23<sup>rd</sup></u></b>            Online payment window opens for Priority permits.</p> <p><b><u>August 25<sup>th</sup> &amp; 26<sup>th</sup></u></b>            Permits can be paid for in person and picked up at the Accounting window from 9:00am-2:00pm.            Prepaid permits can be picked up in the Main office from 9:00am-2:00pm</p> <p><b><u>September 5<sup>th</sup> 12:00pm</u></b>            Permits not paid for or picked up will be canceled.            Those applicants will be added to the waitlist.</p>	<p><b>Important Dates:</b></p> <p><b><u>June – August 18<sup>th</sup></u></b>            NO SINGLE DRIVER PARKING APPLICATIONS WILL BE ACCEPTED.</p> <p><b><u>August 18<sup>th</sup> – 26<sup>th</sup></u></b>            Parking permit applications (both past deadline Priority and single driver) accepted in the Main Office from 9 am–12 pm.            Applications will be included in the lottery for the remaining spots.</p> <p><b><u>August 28<sup>th</sup></u></b>            Notification e-mails will be sent to those applications that were selected in the lottery.</p> <p><b><u>August 29<sup>th</sup></u></b>            Online payment window opens for single driver permits.</p> <p><b><u>August 29<sup>th</sup> – September 5<sup>th</sup></u></b>            Permits can be paid for in person and picked up at the Accounting window from 9:00am-2:00pm.            Prepaid permits can be picked up in the Main office from 9:00am-2:00pm</p> <p><b><u>After September 2<sup>nd</sup></u></b>            Applications will continue to be accepted and added to the waiting list in the order they were received.</p> <p><b><u>September 5<sup>th</sup> 12:00pm</u></b>            Permits not paid for or picked up will be canceled.            Those applicants will be added to the waitlist.</p>

# INTERLAKE HIGH SCHOOL PARKING SINGLE DRIVER APPLICATION 2025 – 2026

Students must provide copies of insurance card and a driver's license.

Incomplete forms will not be accepted.

Falsifying information on an application will result in the applicant losing the privilege of a parking permit for the entire year.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Age: \_\_\_\_\_

Grade (circle one): 11 12

Driver License #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Insurance Provider: \_\_\_\_\_ Insurance Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

List ALL cars that you may drive to school.

1. License Plate \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

2. License Plate \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

3. License Plate \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Are you in a special program (ex: WANIC, AL Internship, Running Start or attending fewer than 4 classes at Interlake)

If yes, what program: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

**I have read the PARKING POLICY & RULES and agree to abide by them. I agree to read the 2025-2026 Student Handbook for updates to the PARKING RULES. I understand parking is a privilege. If I cannot abide by the rules, I will be subject to ticketing, towing or loss of parking privileges with NO refund of fees. I agree that I will only park in the lot I am assigned and if I don't I will lose my parking privileges.**

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have reviewed the parking rules with my student and understand that if they do not follow the rules they will be held accountable to the consequences listed above.**

Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guardian Contact Info: E-mail Address: \_\_\_\_\_ Cell # \_\_\_\_\_

Office Use Only: Received By: \_\_\_\_\_ Date Received: \_\_/\_\_/\_\_ Time: \_\_:\_\_

Student Name: \_\_\_\_\_

ID: \_\_\_\_\_

**INTERLAKE HIGH SCHOOL PARKING POLICY 2025-2026**

1. All fines must be paid prior to purchasing a parking permit. Fines may be paid before or after school or during lunch or online.
2. The student parking fee is \$100. Part-time Running Start students & those attending WANIC classes at other schools must have a permit to park at Interlake. Non Interlake WANIC students may park for free where assigned with a parking permit once they have paid for parking at their home school. Everyone needs to turn in a signed parking contract. Permit fees may be paid with cash or check or a credit card at the Accountant Office.
3. All students & parents must read, complete, sign & date the parking application.
4. Students must return the forms on the designated days. Once capacity is reached, a waiting list will be started, and permits will be issued at the approval of the administration. Public transportation is also encouraged.
5. Priority will be given to carpools.

\_\_\_\_\_ Initial to agree

**BELLEVUE SCHOOL DISTRICT PARKING POLICY:**

"By issuance of this permit, the Bellevue School District does not assume liability for any property damage to any private automobile parked on the property. The owner/operator(s) of all private vehicles accept responsibility for their own property & agree that they are parking at their own risk."

**Please Note:** Interlake High School administrators have the right to search your vehicle upon request if it is on Interlake High School property. The vehicles are also subject to random sweeps by canine units trained in detecting illegal substances.

\_\_\_\_\_ Initial to agree

**Purpose of Parking Fees**

The purpose is to assure the safety & security of Interlake, and to deter students from violating safe driving & parking practices. Funds generated by parking fees are used to pay for supervision of all parking lots on IHS campus, upgrades, maintenance, costs related to parking registration & maintenance of ticket records, parking facility, & other school-related costs.

**What are the Rules & Consequences for violations?**

Parking citations carry a minimum \$25 fine depending on the severity and/or frequency, additional penalties and/or discipline consequences up to & including temporary or permanent loss of parking privileges, and will be issued for the following:

1. Parking without a valid & visible permit. Permits must be clearly displayed on the rear-view mirror or on the dash.
2. Improper parking of vehicle, including not properly parking in the stall (taking more than one place or blocking accessibility), parking in restricted areas (fire lanes, bus lanes, handicap only, staff or visitor parking areas, the bus turn-around area, grass etc.) or not parking in assigned parking area.
3. Moving violation (speed, unsafe driving, running a stop sign, misuse of vehicle). The speed limit in the parking lots is 10 MPH.
4. Falsification, misrepresentation, reselling or possession of another student's parking permit.
5. Students may not borrow, loan or resell parking permits. Parking privileges may be suspended or revoked for these acts & additional fees imposed.
6. A fine will be issued for parking in a handicap space without a valid & visible state handicap parking permit, issued to the driver of the car. Car is subject to ticket and/or impound from the Police Department.
7. If you wish to dispute a parking ticket you receive, you must do so with the parking supervisor, within five (5) days. **No changes will be made for tickets older than five school days.** Disputing a parking ticket does not necessarily result in a reduction or elimination of the fine.
8. For a student with more than three violations, a referral will be written, & parents will be contacted. A towing warning letter may be issued.
9. **Parking fines must be paid by the end of each quarter or the parking permit may be revoked until the parking fines are paid.** No reimbursement will be given if the parking permit is revoked.
10. A student may not have a handicap parking pass and play on a sport team without prior approval from the principal.
11. A student will be allowed to replace a lost or stolen parking permit **once** at a cost of \$20. The original permit will be voided & a new permit issued. If your permit is stolen, submit a report of the theft with the security officer immediately.

\_\_\_\_\_ Initial to agree

**Repeated violators may be towed at the owner's expense. Violations & sanctions are specifically detailed in the Discipline Policy. Cars towed will be assessed a fine from Interlake in addition to fees charged by the other agencies.**

**I have read, understand, and agree to the Interlake High School and Bellevue School District parking rules as outlined above.**

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_