

How to Complete the Parking Permit Registration Form in PowerSchool

Important Notes Before You Begin:

- Students must apply for a new parking permit each new school year. Parking permits from previous school years are not valid and cannot be used when parking on campus.
 - This must be done on a **computer** (not a phone or tablet).
 - Only **students** can access and submit the form — **parents/guardians do not have access** to complete this on their PowerSchool account.
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Step-by-Step Instructions:

1. **Log into Your PowerSchool Student Account**
 - Go to your school's PowerSchool login page.
 - Enter your **student username** and **password**, then click **Sign In**.
 2. **Select "Forms" from the Left Menu**
 - Once you're logged in, look at the **left-hand side** of the screen.
 - Click on **Forms** — this will open a list of available school forms.
 3. **Go to the "General Forms" Tab**
 - Across the top of the Forms page, click the **"General Forms"** tab to view available forms.
 4. **Find and Click on "Parking Permit Registration"**
 - Scroll through the list until you find **"Parking Permit Registration."**
 - Click on the form title to open it.
 5. **Fill Out All Required Information**
 - Carefully fill in all fields with your **correct and up-to-date information**.
 - Make sure to double-check your **vehicle details, license plate number, and contact info**.
 6. **Submit the Form**
 - Once everything is filled out, click **Submit** at the bottom of the form.
 - You will receive a **confirmation message** that your form has been received.
 - **Mr. McCaffery will contact you when your hanging parking permit is ready.**
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Reminder:

Only students can complete and submit this form. If a parent logs in, the form will not be visible.