

CCPS Portal – Submitting a Parking Application

Collier County Public Schools has launched a new way to apply for student parking!
Before you get started, you will want to do the followings

Take pictures of the following items

1. The car(s) you are registering
2. Your driver's license (must be current)
3. The vehicle registration(s)
4. Your car insurance (must be current)

Student will: Submit the parking application.

Parent will: Acknowledge the parking application request.

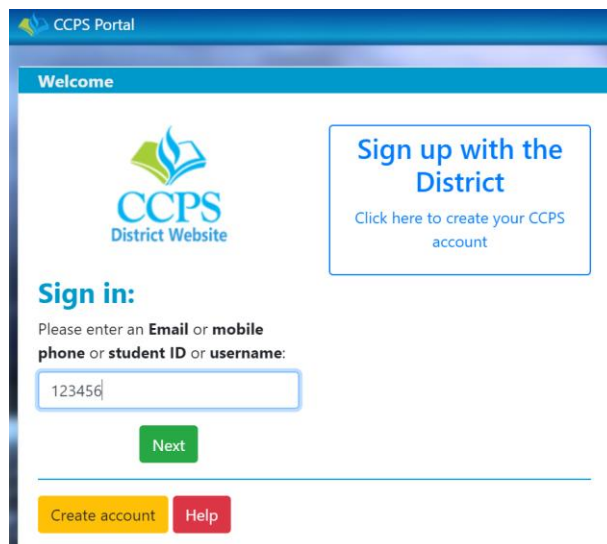
School will: Review and notify student of application status.

THE STUDENT:

Logging In

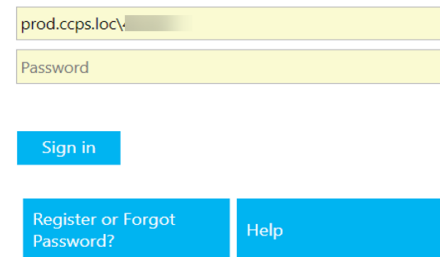
To login as a Student

1. Username: Enter your 6-digit student ID number.
2. Click the Green Next button.
3. The CCPS login screen will appear.
4. Password: Enter your DOB (MMDD).
5. Click Login.



Collier County Public Schools

Login With Your CCPS UserID



Starting a Parking Application

1. Click the green circle with the black arrow in the upper left corner of the screen.
2. Click Students.
3. Select Parking.
4. The parking application screen will display.
5. Proceed with completing the parking application by filling out the forms and uploading your pictures.

IMPORTANT: Students who are NOT 16 years old at the time of application will not be able to complete it.

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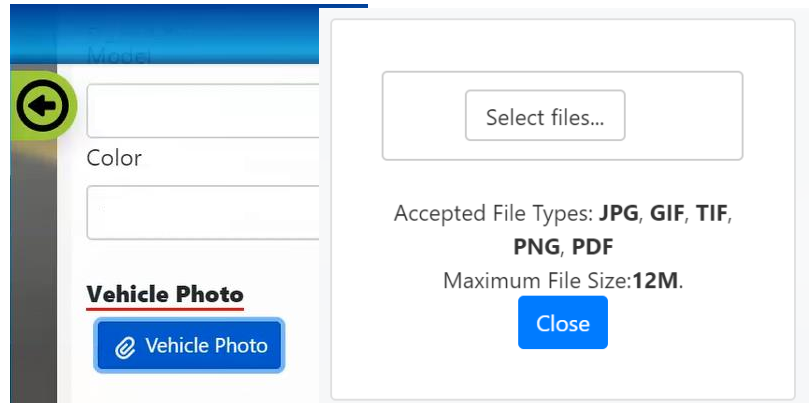
Uploading Documents (pictures)

You will need to upload the following documents while filling out the parking application. Take a picture of these documents and save them so you can easily upload later.

- Picture of the Vehicle
- Valid Drivers License (must be current)
- Proof of Insurance (must be current)
- Current Vehicle Registration

When you are ready, do the following:

6. Click the blue button with the paperclip.
7. The upload window will display.
8. Click Select Files.
9. Locate the file you are trying to upload.
10. Click Close.



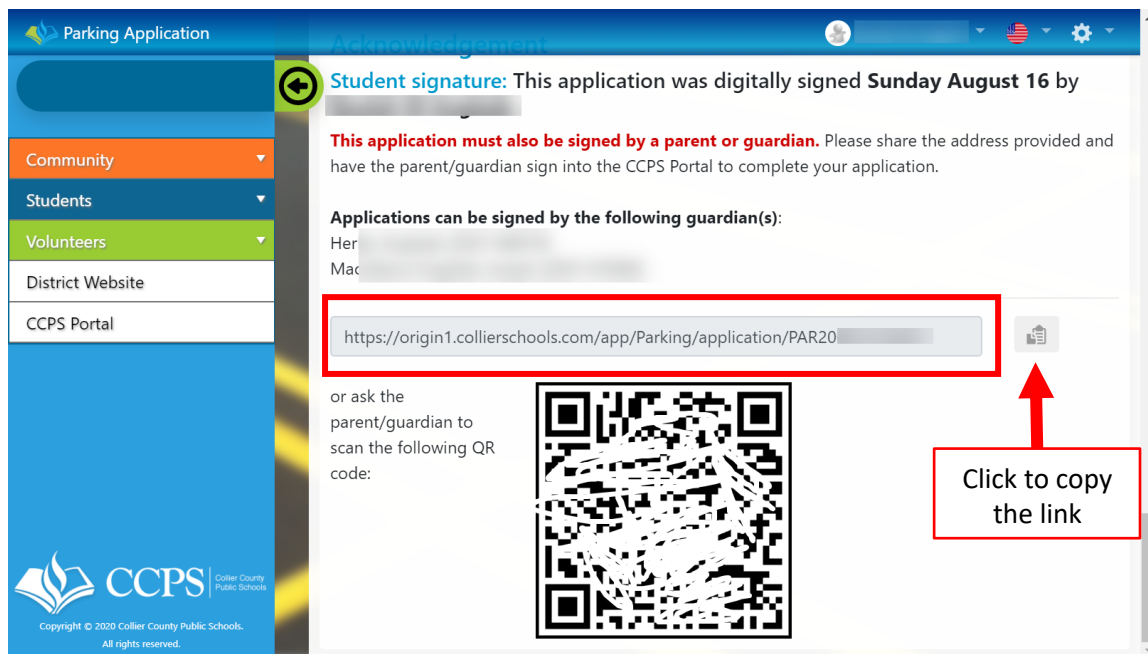
Submitting the Application

Once you have completed the application, you will need to digitally sign the document.

11. Click the blue square at the bottom of the screen.
12. This is your digital signature that you acknowledge and agree to the parking rules and responsibilities.
13. Copy the link and send to your parent/guardian for them to digitally sign.

Note: Your parent/guardian can also scan the QR Code if you prefer to use instead.

All applications submitted must be digitally signed by the parent/guardian.



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THE PARENT:

You will need to digitally sign your child's parking application request. Make sure he/she has provided you with the application link provided upon submittal.

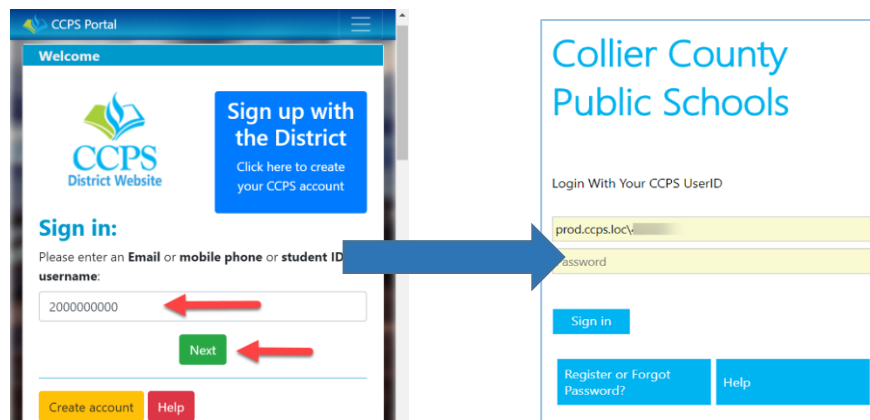
Click the link your child provided.

To login as a Parent/Legal Guardian

Collier County Public Schools provides each parent/guardian, with custody of a child in the District, with an individual 10-digit CCPS UID for each child.

Note: If you do not know your 10-digit CCPS UID or your child's student ID number, you may obtain this information by contacting your child's school.

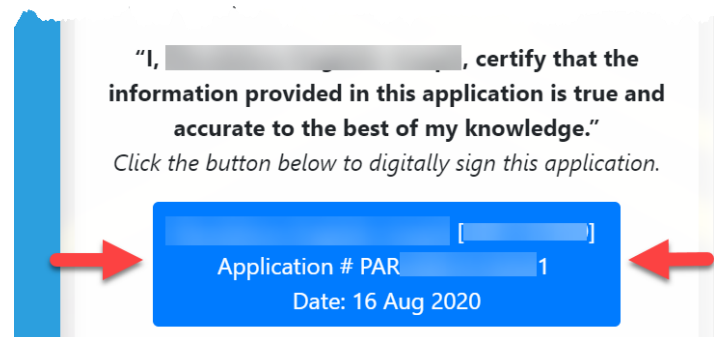
1. Username: Enter your CCPS UID.
2. Click the Green Next button.
3. The CCPS login screen will appear.
4. Password: Enter your students' 6-digit student ID number.
5. Click Login.



Digitally Signing the Application

All applications submitted must be digitally signed by the parent/guardian.

6. Scroll to the bottom of the screen.
7. Click the blue square with your name, CCPS UID, and date.
8. This is your digital signature that you acknowledge your child's application and agree to the parking rules and responsibilities.
9. Your child's application has been submitted.



What Happens Next?

- The school will review your submitted application.
- Once your application is approved, the school will notify you.
- You will be able to pay for your spot online via Revtrak (<https://ccps.revtrak.net/>) or in person during the school's designated dates and times.
- Students will need to come into school to pick up their hang tag/sticker and/or pay during the school's designated dates and times (TBD).