Online Parking Application Instructions

Before you get started, you will want to do the following things:

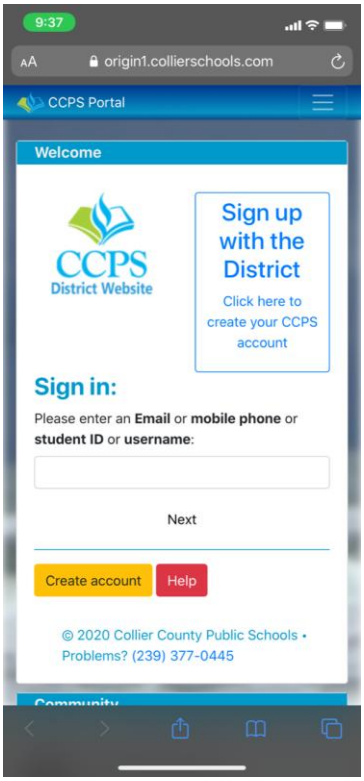
1. Take pictures of the following items
    a. The car(s) you are registering
    b. Your driver's license
    c. The vehicle registration(s)
    d. Your car insurance (must be current)

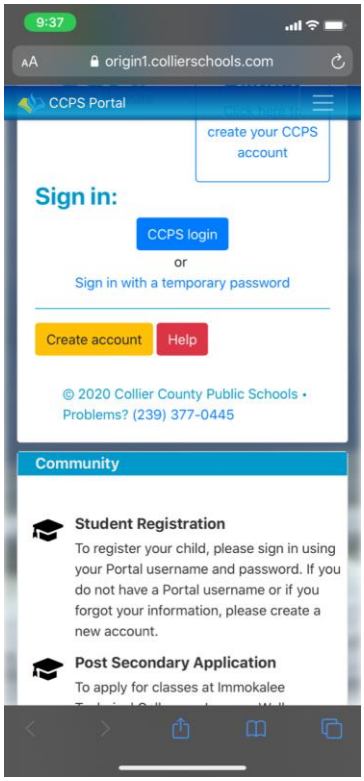
2. Ask your parent/guardian if they have a CCPS Portal account. Have them go to www.collierschools.com and click on the PARENTS tab to create one if they do not have an account.

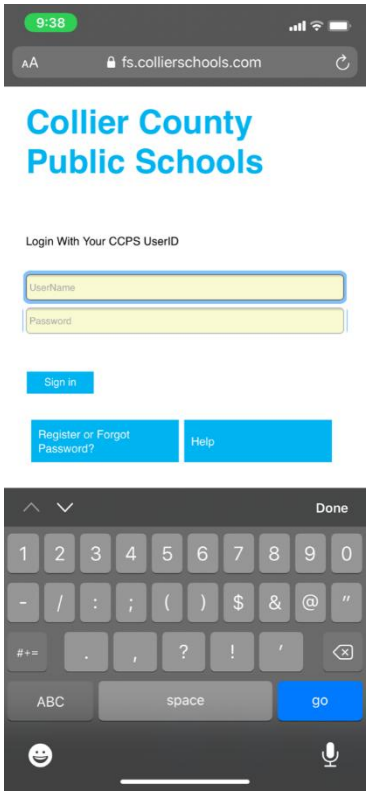
Ok! You're ready to begin the online application process!

STEP 1: Log into the student portal at https://origin.collierschools.com/app/Portal

(You may get multiple screens during the sign-in process.)





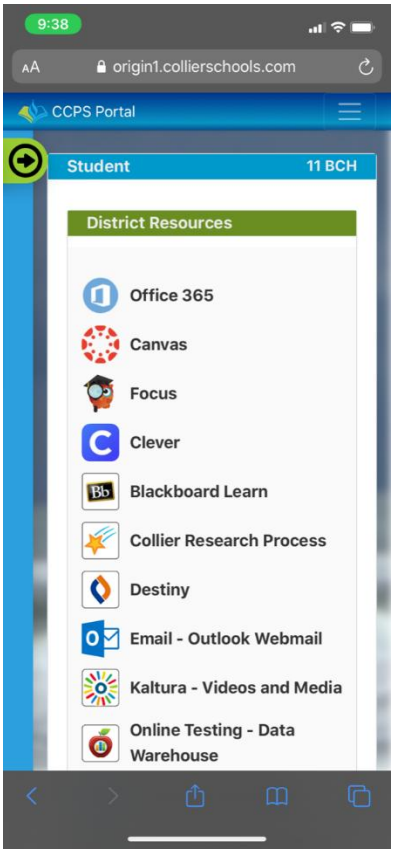


STEP 2: Click on the Green tab with the Black arrow in the upper left-hand corner

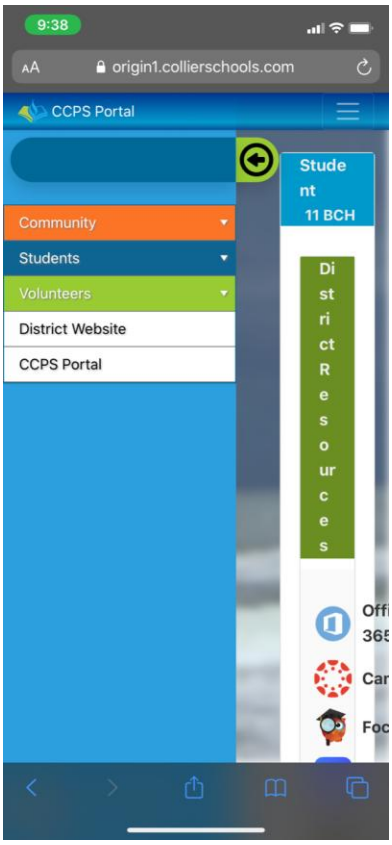
STEP 3: Click on STUDENTS.

Step 4: Click on PARKING

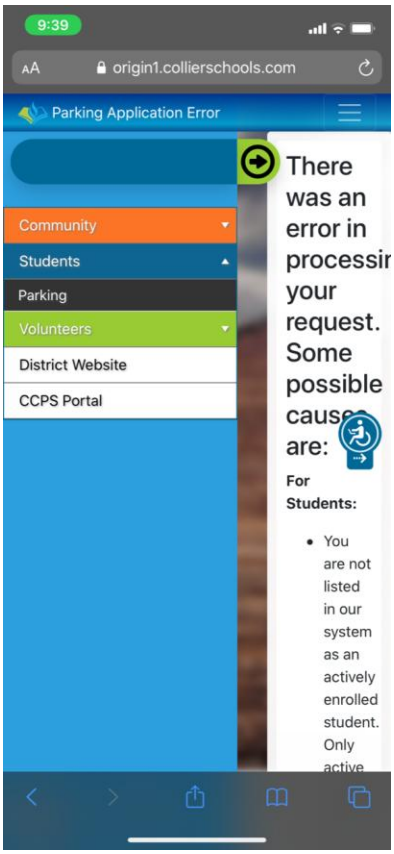
STEP 2



STEP 3



STEP 4



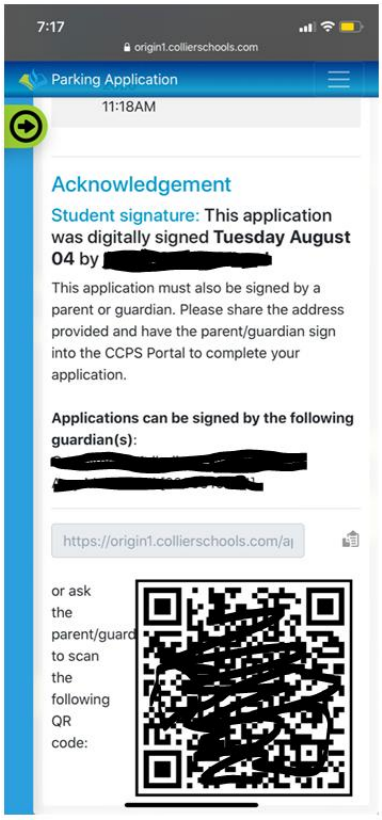
IMPORTANT: Students who are NOT 16 years old at the time of application will not be able to complete it.

STEP 5: Complete the application by filling out the forms and uploading your pictures.

STEP 6: Click on the **Blue Square**. This is your digital signature that you acknowledge and agree to the parking rules and responsibilities.

STEP 7: Send the link or have your parent/guardian scan the QR Code for them to digitally sign.

If you are having trouble with this step, your application will not be approved until you **turn in a Parent Signature sheet.** This sheet is found on Page 4 of these directions. Fill this out, sign it, have your parents sign AND turn it into the front office or e-mail a copy to Ms. Ivon Garcia at garcii6@collierschools.com.



What happens next?

- The school will review your submitted application.
- Check back on the status of your application. If approved, a pass will be ready for you to pick up at the high school front desk.
- You will be able to pay for your spot online via RevTrack or in person after school starts. Please note, your application will not be approved until payment is made.
  To pay via **RevTrack:**
  - Log in to https://ccps.revtrak.net/high-schools/
  - Choose LWTHS
  - Click on your fundraiser/event tab (Parking Permits)
  - Make your payment

  To pay in person, bring exact amount in cash to the high school front desk, or check made out to Lorenzo Walker Technical High School.

Questions? Call the school at (239) 377-3300.

LORENZO WALKER TECHNICAL HIGH SCHOOL
STUDENT PARKING APPLICATION Signature Page

Student ID#_____ Student Email _____

Student Name _____

____ I have uploaded a copy of my proof of insurance, registration, driver's license and picture of my car to the online application, and completed the online application, and all documents are current and not expired.

Student and Parent/Guardian Acknowledgment of Parking Expectations

By signing below, we acknowledge and understand the following:

- The application fee is $35.00 and must be paid via RevTrak or in person (cash or check only).
- All school obligations and fines must be paid prior to receiving a parking decal.
- The parking decal must be displayed at all times while the vehicle is parked on school property.
- The student must park only in the assigned, designated space.
- Parking in the Lorenzo Walker Technical College parking lot is not permitted.
- The vehicle must be operated in a safe and responsible manner while on campus.
- Vehicles are subject to search by school officials at any time while on school property.
- Parking on campus is a privilege, not a right, and may be suspended or revoked at any time.
- A $5 fine will be issued for each incident of parking in an incorrect space or failing to display a parking decal.
- The parking decal must be removed prior to operating the vehicle, as required by law.
- Students will not have access to their vehicles during the school day.

Closed Campus Reminder

- Lorenzo Walker Technical High School is a closed campus. Students may not leave campus during the school day without proper authorization.
- Students may leave campus only after checking out through the front office with written parent/guardian approval.
- Students may leave campus when directed by their Lorenzo Walker Technical College instructor to attend approved clinicals or internships.
- Leaving campus without permission may result in disciplinary consequences, including lunch detention or in-school suspension.

Student Signature _____ Date _____

Parent Signature _____ Date _____

For office use only:
Student fines have been paid in full & removed from Destiny Initials: _____ Date: _____