

2026-2027 Parking Guidelines

- **Applications must be turned into the Main Office by Thursday, June 4, 2026 in order to receive your pass at registration in August (if approved).**
- **Payment is due when the parking pass is issued** and cannot be accepted when the application is turned in.
- Applications will also be accepted on a rolling basis throughout the school year.
- Applications must be fully completed before they will be processed for approval or be put on the waiting list.
- Applications take up to one week to process after they are received; it is the students responsibility to check on the status of their application in the Main Office. Emails are not sent to students.

In order for students to park in the SW parking lot, they must possess a valid Student Parking Permit and adhere to the following guidelines:

APPLYING FOR A PARKING PERMIT:

- Applicants must possess a valid Wisconsin driver's license at time of application in order to apply for a permit. You must show your license when *purchasing* your permit.
- Parents/Guardians must certify that the vehicle(s) described on the application are insured at the minimum limits established by the Board of Education: \$10,000 property damage; \$25,000 bodily injury per person; \$50,000 total bodily injury per accident.
- The yearly parking fee is \$75.00. For one semester only, the fee is \$37.50. Only cash or check (made payable to SWHS) are accepted.
- Applicants with outstanding fees, fines, and policy violation consequences are not eligible for a parking permit until payment is made in full (no payment plans) or consequences served. You can check the status of your fees in the Main Office or through Infinite Campus.

PARKING AT SOUTHWEST:

- Student parking is available in the North parking lot and is denoted by white paint lines. Yellow lined spaces are staff parking only.
- Parking permits must be hung from the rearview mirror with the printed sign facing the windshield. It is the driver's responsibility to ensure the pass is present and visible (not obstructed from view by air fresheners, has not fallen, etc).
- All student vehicles must be backed into parking spaces so that permits are readily visible from the aisle.
- Students who have multiple primary vehicles must move their permit between the vehicles to ensure it is present in the vehicle they are parking at Southwest. Ensure that all vehicles are listed on the application.
- Students may not use a parent's "staff permit" to park in any of the district lots.
- Students may not lend, borrow or sell their parking permit to other students. If found in violation, the permit may be revoked.
- The Green Bay Public School District is not responsible for property that is lost, stolen, or damaged while in the school parking lot.

The Green Bay Parking Utility enforces all rules & regulations. They will issue a ticket to cars that are illegally parked, do not have a parking permit displayed properly in the window, etc. The district/school will not rescind tickets for vehicles in violation of parking guidelines.

ADDITIONAL GUIDELINES:

- Students must report the loss or theft of their permit to administration immediately to receive a replacement. Replacement fees will apply.
- If you are involved in a car accident in the lot, contact the Green Bay Police immediately at 920-448-3200 to receive an accident report. At your convenience, contact School Administration.
- Any student with a permanent change in, or additional vehicle must fill out a Vehicle Change Form form in the Main Office.
- **The permit will be subject to revocation if the student is unexcused in 70 or more class periods, has any district policy violations, interferes with the instructional operations of the school, Homecoming violations, creates a safety hazard within the parking lot, has 2 F's or more during a grading period, or is a nuisance to students/area property owners.**
- Any graphic material on or inside the vehicle found to be offensive (as per student expectations listed in the Student Expectation Handbook) will not be tolerated. Permit holders will be given limited time to make corrections, or lose their permit.
- Permits must be returned to the Main Office at the end of the school year. Turn in dates for all grades are: May 24-June 3, 2027. No permits will be required in the lot as of May 24, 2027 to facilitate the return of parking permits. Permits that are not returned or are damaged will be subject to a replacement fee.

Notification of initial recipients will be posted on the Southwest North Entrance doors on August 12, 2026. If your name is listed, you will be able to pick up your permit during registration or in the Main Office during the first week of school. Approval notices will not be sent to the student nor will students or parents be able to confirm by phone or email.

***** Please understand that parking at Southwest High School is a privilege and spaces are limited. *****

We may not be able to fulfill all requests. We will do our best to serve as many Southwest students as possible.

Thank you for your cooperation, Southwest Administration

KEEP THIS PAGE FOR REFERENCE

2026 – 2027 Southwest High School Student Parking Permit Application

(Submit to Main Office)

Student Name: _____ Grade _____

Drivers License #: _____

Type of pass (circle one): **Full year** (\$75) **Semester 1 only** (\$37.50) **Semester 2 only** (\$37.50)

Parent Name: _____

Insurance Co: _____

List one or more primary cars that may be driven. **At least one vehicle must be listed.** If cars are added or removed after you apply, you must fill out a "Vehicle Change Form" form found in the Main Office.

1. Color _____ Make _____ Model _____ Plate # _____

2. Color _____ Make _____ Model _____ Plate # _____

3. Color _____ Make _____ Model _____ Plate # _____

4. Color _____ Make _____ Model _____ Plate # _____

By signing below, I am indicating that:

I have read and understand the parking guidelines. I certify that the vehicles listed are insured at or above the minimum required limits. I understand that if the student listed above receives a student parking permit, all guidelines must be followed. I understand that if a violation occurs, the permit may be suspended or revoked pending investigation. I understand that the student listed above must adhere to the parking guidelines provided with this application at all times, and that any violation may result in a parking ticket issued by Green Bay Parking Utility, for which the student is responsible. I understand that a student parking permit is a privilege, not a right.

Student signature: _____

Parent signature: _____

Date: _____

FOR OFFICE USE ONLY

Fees _____

Date Received _____

Driver's License Verified ☐

Payment Received ☐

Approved ☐

Pass number _____

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