

For Office Use Only

____ Copy of NCDL ____ Copy of Vehicle Reg for EACH Vehicle ____ Proof of Insurance ____ PARKING Fee ____ SCHOOL Fees

Amount Paid \$____ Check or Money Order #____ Cash____ Order or Receipt #____ Assigned Space____ Date____ Initials____

RICHLANDS HIGH SCHOOL- STUDENT PARKING PERMIT APPLICATION 2026-2027

(Read carefully- Incomplete applications will not be processed)

- **Step 1:** Print & complete this one-page paper application- *bring to RHS*
- **Step 2:** Make photocopy of your valid NC Driver's License, vehicle registration and Proof of insurance
 - bring copies to RHS and turn in with the paper application
- **Step 3:** Complete School Cash Online payment for \$25 parking and other school fees OR pay at the school
 - We will notify when sales go live
 - If you pay online, bring receipt to RHS with application and documents below
- **Step 4:** Come by the school on your assigned grade level day to pick your parking spot!

Print Full Name:_____ Student ID#_____ Grade level 2026-2027_____

Address:_____ Student Cell Phone:_____

NC Driver's License #_____ Driver's License Expiration Date:_____

License Plate Number_____ Make_____ Model_____

Year_____ Color_____ Insurance Company_____ Policy #_____

Applications will not be processed for students with outstanding fees and fines
Paying the 25 dollars without turning in paperwork DOES NOT guarantee a parking spot

Parking Spot selection and Pass Pick-up Dates & Times

- **Seniors-** August 4th from 8-12 * *may also pick up their parking pass on the 5th and 6th from 8-12**
- **Juniors-** August 5th from 8-12 * *may also pick up their parking pass on the 6th from 8-12**
- **Sophomores-** Based on Availability. Administration will decide on when parking passes will be opened to Sophomores after the 24th of August

Once school begins on August 24th, parking pass purchases will be handled through the front office prior to 12 noon.

THIS APPLICATION WILL NOT BE PROCESSED WITHOUT THE SIGNED VALIDATION OF THE FOLLOWING STATEMENT

As evidence by our signatures, we reviewed and agree to all the RHS parking rules and regulations pertaining to operating a vehicle on the Richlands High School campus. We understand that RHS may revoke or suspend parking privileges for violations of RHS or OCS expectations or policies. We attest that the registered vehicles are owned by the family of the student applying for the parking space. We also understand that Richlands High School is not responsible for damages to or theft from vehicles.

Student Name (printed)

Parent/Guardian name (printed)

Student Name (signed & dated)

Parent/Guardian name (signed & dated)

Richlands High School Campus Parking Regulations

1. A student must be eligible to purchase a parking pass at the time of the request; after all current and prior fees are paid.
2. Parking pass eligibility is determined by presenting the following information to the office: signed and dated RHS Campus Parking paperwork, a valid NC Driver's license, proof of insurance, a valid vehicle registration form in the student's name or the name of a parent/guardian, clearance of school fees: technology fees, media center, athletics, band, clubs, or monies owed to the cafeteria.
3. The parking pass must be purchased prior to parking a vehicle on campus. **PERMITS ARE NON-TRANSFERRABLE.**
4. EARLY GRADUATES- you must turn in your parking pass to the front office prior to your last day on campus as a student.
5. Seniors with no classes on campus 2nd Semester- Your parking pass will also need to be turned into the front office prior to your last day on campus
6. The parking pass must be hung on the rear-view mirror with parking spot number facing out. The pass must be visible. If administration is unable to see the pass with the spot number, a written citation will be issued.
7. The parking pass will be assigned to a reserved number in a designated parking lot. Students may not park on the grass, a sidewalk, any road area, or any area NOT assigned with a parking pass. Vehicles parked in the wrong space or in an unauthorized area may receive a citation.
8. Vehicles may **NOT** be left on campus overnight unless permission has been granted by the administration.
9. The speed limit on campus is **NOT** to exceed 10 MPH. Drivers and passengers are to wear their seat belt. No students are allowed to ride in the bed of a pickup truck. Citations may be issued for violations of these regulations.
10. Students must enter the building upon arriving on campus. If any students are in a vehicle between the hours of 7:10 and 2:10 they will be considered skipping and will face potential parking pass suspension. It does not matter who is in the car (driver/owner of parking pass or passenger)
11. Permission must be granted by administration for a student to go to their car during the day.
12. Vehicles parked on campus are **subject to a search**. This may be done without consent or notification (BOE policy 43-42).
13. **Students may not leave campus for lunch**
14. Students are not permitted to pass another vehicle in the parking lot or while entering or leaving the campus.
15. Students are limited to purchasing one parking space.
16. Students are **NOT** allowed to share or trade spots.
17. Students with attendance issues, habitual tardiness, and or discipline issues may have their parking privileges suspended or revoked until such issues are resolved.
18. Cars illegally parked or without a paid permit can be towed at the owner's expense. Violations of the above regulations will result in revocation of driving/parking privileges on campus.
19. **Students with a parking pass must be checked out in the front office prior to leaving campus early. You may not leave when you feel like it.**
20. Students who arrive late, must check in at the front office
21. Parking passes are non-refundable.