

To: Parent/Guardian of Licensed Muhlenberg High School Student

From: Mrs. Kaylor and MHS Main Office Staff

Students in grades 10-12 who wish to drive to school and park on school property must register their vehicle and obtain a parking tag. **No one may park on the school lot without registering their vehicle.** All necessary registration requirements must be met prior to a space and tag being issued and must continue to be met throughout the school year so that your child can maintain his or her parking privilege. Violations could result in loss of parking lot privileges.

YOU MUST HAVE A TAG TO PARK ON THE MAIN AND BACK LOTS. THERE IS NO PARKING FOR STUDENTS IN THE BUS LOADING AREA OR IN THE BACK OF THE BUILDING. STUDENTS WILL NOT BE PERMITTED TO MOVE THEIR VEHICLES TO THE BACK OF THE BUILDING FOR SPORTS PRIOR TO 3:00PM.

Staff will monitor and make DAILY checks of the parking lot. **Repeated violations of our school discipline code** (i.e unsafe operation of vehicle, speeding on parking lot, etc) **can result in suspension of your parking privileges** either temporarily or permanently. Please review the driving and parking registration page before signing the parking registration form.

In order to receive a parking tag, you need to see me personally and show **ALL** items listed below **at the time of vehicle registration.**

1. Name, grade, home address and home/cell phone numbers
2. Driver's License (NO PERMITS) owner's card, current insurance policy card
3. License plate number, car make, model and color
4. Registration fee = **\$10.00 cash only**
5. Parking Permit Transportation Waiver Form **(will not receive a space without this form completed)**

If you have a parking space area in mind and it is available, I will try and honor your request. This signed form, along with the completed registration information listed on the other side, must be handed in when registering for a parking space.

My son/daughter has my permission to drive and park a vehicle on the Muhlenberg High School Parking Lot. I have read the rules and regulations concerning driving and parking the vehicle will be adhered to or the parking privilege can and will be revoked. I understand that parking in unauthorized areas could result in the vehicle being towed at the owner's expense.

STUDENT SIGNATURE: _____

DATE: _____

PARENT SIGNATURE: _____

Sincerely,

Mrs. Kaylor and Main Office Staff

MUHLENBERG HIGH SCHOOL
2026-2027 VEHICLE REGISTRATION FORM

- **Wednesday, August 12th** SENIORS (8:00-10:00am) and JUNIORS/SOPHOMORES (10:00-12:00pm)
- **Thursday, August 13th** Make-up day for all classes (8-10am)

Name: _____ Grade: _____

Home Address: _____

Cell Phone: _____

Car Make/Model: _____ Car Color: _____

License Plate Number: _____

*Will anyone be riding to/from school with you? Yes No (circle one)

*If yes, list names: _____

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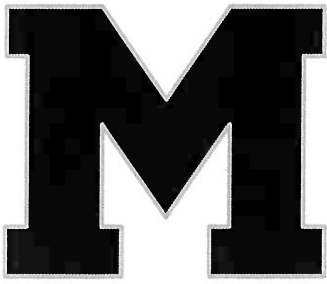
**For Office Staff Only: Do not write or mark below**

Driver's license #: \_\_\_\_\_ Owners Card Name: \_\_\_\_\_

Current Insurance Card/Company: \_\_\_\_\_

Registration Fee (\$10.00 cash): \_\_\_\_\_

Space Number: \_\_\_\_\_



# Muhlenberg School District

## Parking Permit Transportation Waiver

Beginning with the **2026–2027** school year, students who choose to drive to school and receive a parking permit must waive their eligibility for any transportation provided by Muhlenberg School District. Because parking spaces and bus seats are limited and valuable, this policy helps the district use both more efficiently. A parking permit will only be issued after this form is completed and signed. This waiver only applies to students already eligible for district transportation.

### Agreement

By signing below, I understand and agree:

- I am choosing to drive to school.
- I am waiving my eligibility for district transportation by choosing to drive to school.
- I may not ride the school bus while this agreement is active.
- The bus may not be used as a backup option due to weather, oversleeping, car issues, or personal preference.
- If I request to return to bus transportation, I must submit the request to Muhlenberg High School and return my parking permit to the school.
- Requests to return to bus transportation may take up to **10 school days**.

### Length of Agreement

School Year: 26-27 ▾

☐ Full School Year

☐ Fall Semester

☐ Spring Semester

### Student Information

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Grade: \_\_\_\_\_

*By signing below, we acknowledge that choosing to drive means voluntarily giving up district bus transportation for the time selected above.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **DRIVING AND PARKING REGULATIONS**

1. When you are issued a parking tag, only parking in the assigned space will be recognized. Parking tags must be displayed from the rearview mirror of your registered car when parking on our lot during school hours.
2. Every student must observe the 15-mile-per-hour speed limit at ALL times (before school, during school, after school, evenings, and weekends).
3. No interference with the passage of school vehicles is allowed.
4. Students may not park in faculty, visitors, or handicapped spaces. See the main office for more information if you need to park close to the school due to medical reasons. This could be a temporary or a permanent situation.
5. Driving violations, speeding, repeated violations of the school discipline code, or any misconduct involving students in the parking lot will result in revocation of this parking privilege for a period determined by the Principal or Assistant Principal.
6. Subsequent violations could result in disciplinary action (loss of park/drive privilege or removal of vehicle from school property). The vehicle's owner will be responsible for all towing charges. If the vehicle is towed, neither the school district nor the towing company will be responsible for damages that take place in the process.
7. **Students are not permitted to give their parking tag to anyone or allow anyone to park in their assigned space. If this occurs, both students will lose their privilege to park on school property.**
8. If at any time you get or use another vehicle other than the one you have registered and for which you have been issued a tag, you must notify the office. You must show the necessary information on the new or different car.

### **ABSOLUTELY NO PARKING OR DRIVING IN THE REAR OF THE BUILDING AT ANY TIME FOR ANY REASON! NO EXCEPTIONS.!!**

REMEMBER: Parking on school property is a "privilege," not a "right". Don't lose your privilege!

NOTE: The Muhlenberg School District is not responsible for any damages that occur as a result of individual actions, vandalism, accident, or acts of nature to private vehicles parked on school grounds.