



2026-2027 UHS Parking Application



UTICA HIGH SCHOOL PARKING PERMIT APPLICATION and GUIDELINES FOR PARKING

11th and 12th Grade students MAY purchase Parking Permits

Applications for parking permits, all required documents and proof of payment may be turned in at Registration and can also be turned in after school starts in the main office. If approved the permits can be picked up in the main office after August 26.

Pre-Approved To Pick Up Parking Permit At Registration:

JUNIORS and SENIORS that want to be *pre-approved* to purchase a 2026-2027 Parking Permit may do so **ONLY** if they have submitted all materials and have made payment of \$75.00 to PaySchools. To be pre-approved the Application, copies of the documents and proof of payment must be submitted to the main office before Wednesday, August 12 at 3:00p.m.

Pre-approved permits can be picked up at registration on August 18 Seniors and 19 Juniors.

Dear Parents:

Your high school student has requested permission to drive to Utica High School and park in the school parking lot(s). All requests will be carefully screened, and only valid cases will be approved. **Students with a history of attendance problems (including excessive tardiness and unexcused absences) or disciplinary problems may not be issued a permit.**

We are asking all students to please not park in the neighborhoods. There should be plenty of parking permits for all who request one. The neighborhood parking will be monitored by our School Resource Officer.

Should your student be granted permission, we will expect complete compliance with the school rules. Failure to abide by the following regulations may result in the loss of the driving permit.

The Parking Permit Application Form needs to be completed and returned. This must be signed by you and your student and returned when purchasing the permit. Students should review the following regulations:

- 1. Before a permit is issued, a student must produce a valid driver's license, registration and proof of insurance of the vehicle in which the permit will be applied.**
- 2. All cars must be registered with the high school authorities and bear a registration sticker. Failure to permanently affix the sticker may result in revocation of parking privilege.**
- 3. Parking is first come, first served.** Approved students may only park in approved spaces within the student lot behind Utica High or behind the Swinehart Stadium.
- 4. All cars must be parked on school grounds, in the student parking lot. Students are NOT ALLOWED to park in the Faculty Parking lot, Wiley Elementary School Parking Lot, Visitors area, or ANY OTHER UNAUTHORIZED AREA.**



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5. When students arrive, they are to park their car, lock it and immediately go into the building. They are not to return to their car until the end of their school day, except by special written permission by school personnel.
6. Parking permits will be issued and/or revoked by administration. **(Students with a history of attendance or disciplinary problems may not be issued a permit.)** There is no guarantee that students who apply for a permit will be issued one.
7. Students must have their car under control at all times. Speed limit is not to exceed 10 mph in the parking lot. Careless and reckless driving is prohibited. Excess noise will not be tolerated.
8. Any driving without permission will be subject to school discipline. Any unregistered and unauthorized cars may be towed away at the owner's expense.
9. Driving students who leave, or transporting other students, away from the building during school hours will be faced with disciplinary action which may include **revocation** of driving permit and suspension from school.
10. By entering school property, the person in charge of any vehicle consents to a search of the vehicle with or without cause by school officials or the police. The search may include the passenger compartment, engine compartment, trunk and all containers locked or unlocked in or on the vehicle.
11. Although the parking lot is supervised, Utica Community Schools has no insurance to cover loss or damage to any vehicle and is in no way responsible for such.
12. Upon the purchase of a new license plate, cars must be registered immediately, or student may have the permit revoked.
13. All permits will cost **\$75.00 each**. When you must drive a different vehicle than the one that has a permit issued to it, you must notify the school authorities first thing that day.
14. Any student who purchases a replacement permit (\$5.00) will have to show proof of ownership for that vehicle before a replacement permit is issued. Any student who purchases a replacement permit and gives the permit to another student will have both permits **REVOKED** and other disciplinary action may be taken.
15. Parking will be allowed only in spaces that have been marked as a parking space. Cars parked in other areas will be ticketed and/or towed away.
16. Due to parking regulations that the Police and Fire Departments are requiring the school to follow, the parking lot will be monitored closely for **FIRE LANE VIOLATIONS**. The school has no control over this situation and must follow these regulations by law.
17. The Police Department will strictly enforce parking violations in the FIRE LANES and HANDICAPPED AREAS and may ticket violators.
18. Parking Permits will not be issued to any student who owes Utica Community Schools any monies for prior fees.
19. At registration in August, you will need to bring your driver's license, car registration and proof of insurance for the vehicle you registered.

Failure to follow these guidelines will result in the following disciplinary actions:

- 1st Sticker Offense - Verbal Warning
- 2nd Sticker Offense - Saturday School
- 3rd Sticker Offense – 1 Day Suspension



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Permit #:

School year: **2026-2027**

PARKING PERMIT APPLICATION

Juniors and Seniors, please submit your \$75.00 permit fee via PaySchool and provide a receipt with this **COMPLETED** application form and all required documents at Registration (or after school begins, to the main office)

You need to bring a copy of your driver's license, car registration, proof of insurance and proof of payment for the vehicle you are registering.

NAME _____ GRADE _____

ADDRESS _____ CITY _____ ZIP _____

VEHICLE DESCRIPTION: MAKE _____ YEAR _____

MODEL _____ COLOR _____

REGISTERED TO: _____ LIC. PLATE _____

Students with a history of attendance problems (including excessive tardiness and unexcused absences) or disciplinary problems may not be issued a permit.

I have read the attached list of guidelines and understand that failure to follow any of these guidelines may result in the loss of parking privileges and/or suspension. The following disciplinary actions apply:

- 1st Sticker Offense - Verbal Warning**
- 2nd Sticker Offense - Saturday School**
- 3rd Sticker Offense - 1 Day Suspension**

SIGNATURE OF STUDENT _____

SIGNATURE OF PARENT/GUARDIAN _____