

The purpose of this letter is to inform parents and students about the upcoming parking permit process and some changes that will be implemented for the 2018-2019 school year.

Castle View has 613 spaces designated for students. We issue approximately 770 permits to try and accommodate as many students as possible. At times there appear to be open spaces throughout the day because of off periods and absences, but often we have instances when there are not spaces available and students park illegally on end caps or in the surrounding neighborhoods. This causes safety concern for our student drivers and community and blocks access to our fire lanes. Thus, we must be intentional about the number of permits we issue, based upon the following numbers.

Parking Permit Availability

- *Front Lot – 188 Student Spots*
- *Athletic Lot – 84 Student Spots*
- *Back Lot – 341 Student Spots*

Due to our current enrollment for the 2018-2019 school year, we will only allow seniors and juniors the opportunity to purchase a permit. Also, to accommodate as many drivers as possible and to alleviate as many cars parking in the surrounding neighborhoods as possible, students CANNOT purchase a permit unless they have obtained their driver's license. Once they have their license, they can check with our bookkeeper to see if permits are available.

Parking Permit Purchase Process:

- All student parking contracts and permits will be completed through the online application. A link has been sent out though email will be available on the CVHS website. In order to successfully complete the contract, the student/parent must know the student's driver's license number, license plate number, and make/model/year/color of the vehicle(s) the student will be driving to CVHS (We are asking for information on a minimum of two vehicles your student may drive to school in order to assist in reducing incorrect tickets.)
- If a student attempts to purchase a permit without a license, they will be denied and not allowed to purchase a permit for the remainder of the school year.
- After the application process is completed permits will be available for purchase during the first two weeks of school. Please reference the purchase/distribution schedule below. The cost of a permit is \$50.

Purchase/Distribution of Parking Permits:

- Students must show their valid Driver's License, and a copy of their schedule when purchasing their permit.
- Students cannot have ANY unpaid fines or fees. These must be paid in full in order to pick up their permit.

Purchase/Distribution Schedule:

- SENIORS ONLY - August 13th through the 17th
 - o Permit purchasing on the 13th through the 15th will be at the bookkeeper's office window. On the 16th and 17th we will have extra volunteers to speed up the process.
- JUNIORS AND SENIORS – August 20th through the 24th
 - o On the 20th and 21st we will have extra volunteers to speed up the process. Purchasing on the 22nd through the 24th will be at the bookkeeper's office window, as long as permits are available.
- Students will be allowed to purchase their permit before school, after school, during lunch, or during an off period. STUDENTS ARE NOT ALLOWED TO LEAVE CLASS TO PURCHASE A PARKING PASS. If a student attempts to purchase a pass during a period when they should be in class, they will be denied and not allowed to purchase until after the first two weeks.
- We will continue to sell permits until we have sold all 770. After we have sold out we will begin a wait list for any Juniors or Seniors that would like to purchase one. As permits become available through the year we will notify those students.

We truly appreciate your support and understanding with the parking permit situation and process. Through the year we will have approximately 1500 students who are of the age to drive and unfortunately, we cannot accommodate that number. Once the school year gets underway, we always evaluate the number of available spaces during each class period and will offer more spaces if we are able. Please feel free to contact us with any questions.

Sincerely,

Jordan Ivey
Dean of Students
Castle View High School