



## Castle View High School

5254 North Meadows Drive • Castle Rock, CO 80109-7906  
Phone: 303-387-9000 • Fax: 303-387-9001  
<http://www.castleviewhs.com>

This letter outlines the upcoming parking permit process and highlights some significant changes to the student parking process for the 2019-2020 school year. We encourage parents and students to read the following information carefully.

Castle View has 589 spaces designated for students. The school issues approximately 750 permits annually in an attempt to accommodate as many students as possible while balancing available space. While the parking lot may appear to have open spaces at times because of off-periods and absences, students often encounter a full lot, which encourages them to park illegally on end-caps or in the surrounding neighborhoods. This causes safety concerns for our student drivers and community in addition to blocking access to our fire lanes. As a result, we are intentional about the number of permits we issue. A parking permit allows access for students to use our campus parking lot, but it does not guarantee a parking space.

### **Parking Lot Changes for the 2019-2020 School Year**

During this school year, there will be substantial construction taking place on campus as we add a new pod to the front of the building. Due to the anticipated construction traffic, and in an attempt to create the safest driving environment for our students, **we are moving all student parking to the back and athletic lots on the east and south sides of the building.** The front lots will house staff and visitor parking only. To increase the number of spots we have available for students, we will open an additional 31 spaces. This change also allows us to create a safer learning environment by focusing staff and security supervision efforts on one parking lot and two main student entrances.

Only seniors and juniors have the opportunity to purchase a permit. To accommodate as many drivers as possible, and to alleviate neighborhood congestion, students CANNOT purchase a permit unless they have obtained their driver's license. *Once they have their license, they can complete the application process and check with our bookkeeper to see if permits remain available.*

### **Parking Permit Purchase Process:**

- Students must complete all student parking contracts through the online application. A link has been sent through email and is available on the CVHS website. Students must provide the student's driver's license number, license plate number, and make/model/year/color of the vehicle(s) the student will drive to CVHS on the contract.
  - Note- we ask all families to provide information on a minimum of two vehicles the student may drive to school to assist in reducing incorrect tickets.
- Students with any fines or fees, including from the current school year, ARE NOT eligible to purchase a permit.
  - Families can check and pay fines/fees through IC or MySchoolBucks.
  - Families may arrange payment plans through the Bookkeeper on a case-by-case basis.
- After the applications are complete, 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.



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### **Purchase/Distribution of Parking Permits:**

- Applications take 24 hours to process. At the beginning of each school day, the bookkeeper generates a list of approved students based on those who have completed the application process and do not have fees/fines.
  - Those students who complete an application but do not receive approval will receive an email explaining necessary steps for approval.
  - Approved students will not receive notification.
- Students must present a valid driver's license and proof of insurance upon purchasing their permit.
- Students must pay for permits in person. We accept cash, check, and credit card.
- Any failure to complete or provide any of the items listed above will delay the permit process.
- Family may direct any questions related to this process to Jordan Ivey, Dean of Students.

### **Purchase/Distribution Schedule Information:**

- SENIORS ONLY - August 12th-16th
  - Permit purchase 12th-13th located at the theatre box office
  - Permit purchase 14th-16th located at the bookkeeper window
- JUNIORS AND SENIORS – August 19th-23rd
  - Permit purchase 19th-20th located at the theatre box office
  - Permit purchase 21st-23rd located at the bookkeeper window
- Students may purchase permits before school, after school, during lunch, or during an off-period. STUDENTS MAY NOT 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 750. After we have sold out, we will begin a wait list for any Junior or Senior that would like to purchase one. As permits become available throughout the year, we will notify those students.

We appreciate your support and understanding during this process. By the end of the school year, CV will have approximately 1,500 students of driving age and, unfortunately, we cannot accommodate that number. We continue to evaluate the number of available spaces during each class period throughout the year and will offer more spaces if we are able. Please feel free to contact us with any questions.

Sincerely,

Jordan Ivey  
Dean of Students

Dr. Rex Corr  
Principal

Biotechnology and Health Sciences • Leadership, Global Studies, and Communication  
Science, Technology, Engineering and Math • Visual and Performing Arts