

PARKING APPLICATION INSTRUCTIONS 2008-2009
Rising Senior

You are requesting the privilege to park on school property during the school day. Because of the limited parking at Oakton High School, **seniors have priority for parking spaces**. Juniors will be considered after seniors have been accommodated and will be processed after the first week of school. The school shall determine the justification for student use of private automobiles on school grounds. Only students with a valid driver's license will be considered. Space is limited; therefore, not all applicants are assured a parking spot.

Rising seniors may pick up parking applications in the Main or Security Office, **beginning June 2, 2008**.

INSTRUCTIONS FOR ALL PARKING PERMIT APPLICANTS. Incomplete applications will not be accepted.

Each submitted application package must include the following:

1. The FCPS Application for Use of Private Automobile – School Session
 2. The Oakton High School Parking Regulations
 3. A **photocopy** of your Valid Virginia Driver's License
 4. Completed Student Parking Preference Form
- **FCPS Application for use of Private Automobile – School Session.**
 - Student applicants and their *parent/guardian must sign this form*. Complete parent/guardian contact information and student information.
 - Provide a brief description of the *reason for driving* that explains the need for the student to have an on-site parking space.
 - Make sure *vehicle description and license plate information is listed for each car that will be driven* and/or each car in your car pool. The application will not be processed without this information.
 - Leave the boxes marked School Permit #, Parking Space#, Paid by, Date, and Amount blank. School personnel will complete these items.
 - **Oakton High School Parking Regulations 2008-2009.** This document describes your responsibilities as a holder of an Oakton High School parking permit. Permit applicants and their parent/guardian must read, sign and date this form.
 - **Student Parking Preference Form.** This document allows you to put in order your preference of parking area.

Please follow these steps in completing the application process:

1. Rising seniors obtain a parking application beginning Monday, June 2, 2008.
2. Submit completed parking applications, with payment (\$150), to the Main Office between Monday, August 4, 2008 through Friday, August 15, 2008. Application must be turned in by 3:00 PM each day.
3. Incomplete applications will not be accepted but may be resubmitted once complete. (See other side for assignment procedures)
4. Include payment (\$150) with your application. **Checks made payable to Oakton High School. No application will be accepted without payment.**
5. Parking spot assignments will be by Wednesday, August 20, 2008. (See other side for assignment procedures)
6. Parking passes will be distributed during packet pickup in August. **Payment of fines and fees (junior and/or senior) must be paid prior to receiving the parking pass, and must be paid by August 15, 2008. (Fines and Fees must be paid by separate checks).**

ALL FINES AND FEES MUST BE PAID PRIOR TO RECEIVING PARKING PASS

PARKING PERMIT FEES ARE NON-REFUNDABLE

PARKING PERMITS ARE NON-TRANSFERABLE

Parking Spot Assignment Procedure For Rising Seniors

1. Applications for rising seniors will be available Monday, June 2, 2008
2. Application will be accepted by in the Main Office from Monday, August 4 through Friday, August 15, 2008.
3. On the first day, Monday, August 4th the applications submitted will be randomly assigned a number from 1 – (total number of applications that day). The beginning number for days following August 4th will be the next number based on the number of applications submitted the day prior. This process will continue throughout the submission time period.
4. The week of August 18 parking spots will be assigned by administration, and will be posted by Wednesday, August 20.
5. Assignment of spots will be based on the student's area preference choice until any one area becomes full. When the student's first choice area is full the second choice will then be used until the area becomes full. This will continue until the student is placed in a parking spot. *(If there are more applicants than parking spots, a waiting list will be created and students will be notified of position on the wait list.)*
6. Actual spots will be assigned in order from closest to the building to farthest from the building in each area.
7. Distribution of parking passes will take place at packet pickup in August. **All fines and fees must be paid prior to obtaining a parking pass.**