



2025-2026 UHS Parking Application



UTICA HIGH SCHOOL PARKING PERMIT APPLICATION and GUIDELINES FOR PARKING

12th Grade (SENIOR) students MAY purchase Parking Passes at Registration if they have the necessary documents needed.

Parking Permits are \$75 via PaySchool

11th Grade (JUNIOR) students may submit applications at Registration and will be able to purchase passes once school has started. Please do not purchase a permit on PaySchool until you have been approved to receive a parking permit.

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 because of the limited number of parking spaces. **Students with a history of attendance problems (including excessive tardiness and unexcused absences) or disciplinary problems may not be issued a permit.**

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 will be issued, a student must produce a valid driver license. Also, registration and proof of insurance of the vehicle in which the permit will be applied must be presented.
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.**
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.



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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 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 new license plates, cars must be registered immediately, or student may have the permit revoked.
13. All permits will cost **\$75.00 each**. When you have to 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 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 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 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: **2025-2026**

PARKING PERMIT APPLICATION

Seniors, Please submit your **\$75.00** permit fee via **PaySchool** and **provide a receipt** with this **COMPLETED** application form at Registration. After school begins, purchase in the Main Office. Juniors, please submit your application at registration but wait to be approved before paying on PaySchool

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

NAME

GRADE Choose an item.

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 _____