

KMHS Parking Procedures

Pick Up Applications in Admin I or on Website

Parking Decals may be picked up from Admin I, 8:00-3:30 daily

CHECKLIST

ALL OF THE FOLLOWING ITEMS MUST BE COMPLETE IN ORDER TO PROCESS YOUR APPLICATION.

- _____ All information requested on Application is entered, i.e., VIN #, Tag #, Driver's License #, School Site, etc.
- _____ Parking Permit Application signed by: **PARENT & STUDENT.**
- _____ Truancy Form (attached) signed by: **PARENT & STUDENT.**
- _____ Copy of Student's driver's license. It must be **current and Georgia ONLY.**
- _____ \$50.00. Paid **ONLINE ONLY** at <https://www2.mypaymentsplus.com/welcome>

_____ Copy of Student's **current proof of insurance** at the time of application. This document must reflect insurance company's name, telephone #, policy #, date/term of coverage and the vehicle the student will be driving on campus.

_____ **Applications will not be accepted or processed if you have an unpaid parking fine or a returned check from previous school years.** It is your responsibility to be prepared to pay these items **with a separate check** or correct change. Please allow additional time to process your application and plan your schedule accordingly.

_____ PLEASE NOTE THAT A PHOTOCOPY OF CURRENT INSURANCE AND DRIVER'S LICENSE MUST ACCOMPANY THE PARKING APPLICATION

If any one of the following is incomplete.....your application WILL NOT be accepted.

Frequently Asked Questions

MAY I LAMINATE MY DECAL? No. Laminated decals will be considered "VOID". You will receive a fine and be required to purchase another 1st car decal at full price. *(Pull paper off back of decal and adhere to driver's side front windshield.)*

MAY SOMEONE ELSE BRING MY APPLICATION IN FOR ME? Yes. However, **it is your responsibility** to be certain the application is complete with all signatures, copies, no outstanding fines, etc. **It is their responsibility** to give you your decal. No "lost" decals will be honored. "Lost" decal = \$40.

MAY I GIVE MY APPLICATION AND MONEY TO AN ADMINISTRATOR OR TEACHER? No.

WILL I GET A PARKING FINE ON THE FIRST DAY OF SCHOOL IF I DON'T HAVE A PARKING DECAL? Yes. Bottom line: One day parking **will not be sold** the first week of school and if you have not purchased a parking decal...**you will get a ticket.**

WHEN WILL ONE- DAY PARKING BE SOLD? Starting the second week of school - **During lunch only** for next day parking.

Additional Parking & Driving Expectations:

In addition to the parking guidelines outlined on the parking application, Kennesaw Mountain Administration expects all drivers and passengers to conduct themselves in a responsible manner while driving on KMHS property and in local subdivisions.

All student drivers should understand that the following violations may result in their loss of parking privileges:

1. Parking in the incorrect parking lot.
2. Suspension for any drug, alcohol, or weapons violation.
3. Leaving, attempting to leave, or coming on campus without checking out/in through PPO.
4. Reckless driving (includes speeding through any part of the parking lot or neighboring subdivisions).
5. Entering Bus Port area before or after school without direction from administration.
6. Excessive tardies.
7. Excessive parking tickets.
8. Improperly displayed decal. Decals **must** be correctly affixed on the Driver's side to the windshield of the car to which it is registered.

The KMHS administration reserves the right to revoke parking for other discipline issues.

Pay close attention to the dates on insurance card and it is for the vehicle you are driving to school. This inaccurate information is the #1 reason for applications being rejected.