August 12, 2021

Dear Parent/Guardian of STEM Academy Juniors:

Parking applications for the 2021-2022 school year can be completed online beginning today, Thursday, August 12, 2021, using the following link: Parking Permit Application

Applications will be processed in the order that they are received. Once the application has been approved, the $50 fee will be added to your PaySchools account and your family will receive a notification from PaySchools to complete the payment. After the payment is processed, students will receive an email, on their district provided email address, letting them know when they should come in to pick up their permit.

Below are a few key items to remember when purchasing a parking permit:

1. The cost for a parking permit is $50 and must be paid via your PaySchools account. **PAYMENT MUST BE MADE PRIOR TO PERMIT PICK UP. PAYMENTS ARE NON-REFUNDABLE.**

2. Juniors must have cleared all outstanding obligations.

3. Students must also bring the following items for verification at the time of permit pickup:
   ✔ Valid driver’s license ✔ Current auto insurance card ✔ Current Vehicle Registration
   ➢ **Permits will not be issued without verification of the above required documents.**

4. Please be advised that we have a limited number of spaces available for student parking, therefore permits **may not** be available later in the school year. Student parking spaces are outlined in **WHITE** (for the WEST and Kottmeyer lots) and **YELLOW** (for the new Band lot), and all staff spaces are outlined in **YELLOW** (Please see attached map - Parking Map). Students who plan to park in the new “Band Parking Lot” will need to have their vehicles moved out of that lot by 3:15 pm each day. Additionally, students are not permitted to park off campus at the baseball fields located on Manor Avenue, at St. Martha’s Villa, or at the local Royal Farms. Each student is limited to registering only one vehicle. **A $25.00 parking ticket may be issued for any violations. Students are not permitted to park on school property without a parking permit.**
NOTE: Temporary parking passes are only issued for a second vehicle in an emergency situation to students who currently possess a parking permit. If there is a need to bring a different vehicle on campus, students must obtain a temporary parking pass from Ms. Sokso in the Main Office.

The permit must be displayed on the rear window, facing out. You may not transfer your permit to another vehicle. If a new vehicle is purchased during the year, the old permit must be returned in order to receive a new permit.

If you have any questions about the parking policies, please feel free to contact our main office and someone will be glad to assist you.

Sincerely,

Art Campbell
Head of School