

# CENTRAL BUCKS HIGH SCHOOL WEST

## DRIVING/PARKING PERMIT INSTRUCTIONS

### 2022-2023

#### REGISTERING A VEHICLE

- Fill in all information on the front.
- Read the information on the back of the form.
- This sheet requires both a student and a parent signature on the front, along with a student signature on the back.
- You will need **photocopies of the registration(s) or the temporary registration for all vehicles that you are registering and your driver's license.**
- My Payments Plus will open on August 15. **Proof of your My Payments Plus receipt** is due by August 19 to be included in the lottery.

#### PARKING SPACE REQUEST

- Read and fill in the information. The student needs to sign this form. Leave the space number blank.
- Include the bottom portion of this form with the other paperwork.
- Receipt of payment will be handled after My Payments Plus opens on August 15.
- ❖ **To be included in the lottery all forms must be returned by the deadline. Any application packet not properly completed or not containing the proper verification will not be included in the parking space lottery. Please make sure you have a contact number on your paperwork just in case it is incomplete.**
- ❖ **An email blast will be sent out once the space numbers are posted.**