



SAM BARLOW HIGH SCHOOL STUDENT PARKING PASS SALE

Parking passes will be sold to eligible Seniors, with a lottery for Juniors, on August 25th-26th in the Main Commons. Passes will be available for purchase from 7:30am - 3:00pm. **We have a limited number of slots, so make sure you purchase your pass before school begins.** Please read the instructions below to ensure you are eligible to apply for a parking pass as well as how to purchase a pass.

PARKING PASS ELIGIBILITY

- **You must have an attendance rate of 85%.** When you come to submit your application for a parking pass, attendance will be reviewed. If your attendance rate is less than 85%, you will not be permitted to purchase a parking permit. You may submit a letter to Principal Schmidt to describe any hardship that prohibited you from maintaining an 85% attendance rate.
- **Check your past due fee statement.** If you owe money you will have received a fee statement in the mail outlining past due fees. You must pay in full before submitting an application for a parking pass. Payment can be made either online, or to the Bookkeeper during summer office hours, which are Monday through Thursday, 7:00 a.m. to 3:00 p.m. (closed for lunch from 12:00-1:00)
- **Driver's License and Insurance:** You must have a valid driver's license and proof of insurance in order to apply for a parking pass. You must show this at the time of purchase. You must maintain current insurance throughout the school year.

IF ELIGIBLE, YOU MUST COMPLETE THE FOLLOWING

1. Fill out the Parking Pass Application from the link in the August Newsletter or download the application form on our website under the Student Management tab at sbhs.gresham.k12.or.us. If you need a hard copy, stop by the main office during business hours. Be sure to have all signatures on the form prior to submitting the application.
2. Bring the completed parking application, your Oregon Driver License, Insurance Information, and money to purchase the pass to Student Management on August 25th-26th. Checks are to be made payable to Sam Barlow High School. If you owe fees, you must bring two checks. One for outstanding fees and the second for the parking pass.
 - When purchasing your pass, you will be asked to turn in your completed application and show your driver's license and proof of insurance.
 - You will need to pay for your pass (\$30.00 Main Lot or \$25.00 Annex Lot) at the time of purchase.
 - You will be issued a parking pass that will need to be displayed from your rearview mirror when parking at Barlow.
 - All attendance records and fee statements will be checked when you come to purchase your parking pass.
3. Students who fail to purchase a parking permit will be ticketed. First offense is \$10.00, the second is \$20.00. A Parking Boot will be applied with a \$50.00 removal fee for repeated violations. Additional offenses may result in towing at Owners Expense.

ALL STUDENT VEHICLES NEED TO HAVE LEGAL 22-23 PARKING PERMIT DISPLAYED ON THE REARVIEW MIRROR BY WEDNESDAY SEPTEMBER 9, OR BE SUBJECT TO A TICKET