

SOUTH PAULDING HIGH SCHOOL

2025-2026 HIGH SCHOOL STUDENT PARKING INFORMATION

**\*\* The cost of parking is \$125.00 for the year. PAYMENT IN FULL IS REQUIRED. NO REFUNDS will be issued due to loss of privileges because of grades or discipline.**

*Permits to drive to school will be sold and spaces issued according to established priorities. This application is for all students at South Paulding High School who have met the established criteria listed below.*

\*\* A new application and documentation must be completed each year. \*\* Eligible students should follow the steps below to purchase a parking permit for the 2025-26 school year:

1. Please attach copies of the following items when application is made: [A & B requires 2 signatures: Student & Parent/Guardian]
  - A. Parking Application
  - B. High School Parking Contract (read carefully before signing)
  - C. Copy of valid Georgia Driver's License (submit with application)
  - D. Copy of valid Vehicle Registration (submit with application)
  - E. Copy of valid Auto Insurance Card (submit with application)

**An application is not considered complete and will not be processed without ALL of the items listed above. Documents must be valid with dates shown clearly. Please check the expiration dates. NO expired documentation will be accepted.**

All PDF or image files need to be named in the same format and emailed as attachments to [sphsparking@paulding.k12.ga.us](mailto:sphsparking@paulding.k12.ga.us). The **REQUIRED** name format is:

**StudentLastName StudentFirstName StudentID ITEM**  
**Mathews\_Chad\_8675309\_VehicleRegistration**

Email Subject Line: **Mathews\_Chad\_8675309\_StudentParkingDocuments2025**

2. All students who qualify for a parking permit and wish to drive on the first day of school must pay their fees online through RevTrak on the South Paulding High School website. No cash or checks will be accepted. Parking spaces are first come, first served. **Payment without documentation will be considered incomplete and WILL NOT be processed.**

**Senior Parking Pass Pickup:** July 17, 9:00 – 11:00 AM

**Other Parking Pass Pickup:** July 23, 9:00 – 11:00 AM

**Passes can also be picked up at Open House (July 29)**

**Note: Online payment does not guarantee a parking space.**

**Applications not filled out correctly/completely or not having supporting documents along with the application will not be considered. Supporting documents include: A copy of valid Georgia driver's license, a copy of valid auto insurance card, and a copy of valid vehicle registration in student or parent/guardian's name. Please check the expiration dates. Supporting documents must be valid as of the first day of school.**

3. All applications will be processed using the student's attendance, discipline history, and eligibility status. If the number of applications exceeds the number of available spaces, then the attendance and discipline history will determine which students receive parking spaces. Each student will be given a numerical score. Applications will be ranked from lowest score to highest score (the lower the score, the higher the priority). Attendance, discipline histories and fees owed will be obtained from Infinite Campus. Students who did not earn 2.5 units the previous semester or with a high numerical score due to excessively poor attendance and/or a large number of discipline referrals the previous semester will be asked to sign a parking contract and be given a parking permit on a probationary basis.

4. Please note that students who have outstanding debts (such as lost/damaged textbooks, **unpaid parking citations**, etc.) owed to the school **will not be sold a parking permit** until the debts are paid in full.

5. Previous parking decals, if applicable, are to be removed from the vehicle. Parking decals are to be affixed to the inside front windshield in the lower corner on the driver's side or hanging decals need to be attached to the rear-view mirror.

6. All students must notify and return the hang tag to the front office if they stop driving to school for any reason. Hang tags are **NON-REFUNDABLE AND NON-TRANSFERABLE**.

7. Students are responsible for knowing and adhering to all parking rules and regulations as written in the Student Handbook and Board policies as posted on the Paulding County Schools website. For information on Board policies go to [www.paulding.k12.ga.us](http://www.paulding.k12.ga.us).

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South Paulding High School Administration reserves the right to determine the location where students will park on campus. Students are not guaranteed a specific location on campus.

Paulding County School District  
South Paulding High School

**2025 – 2026 Student Parking Application**

INSTRUCTIONS FOR FILING:

This application is for registering a vehicle by the student for the purpose of securing a parking space. Rules and regulations pertaining to on-campus parking and operation of vehicle are contained herein. Completion of this application shall be construed as acceptance of the parking and operation rules and regulations. Students who elect to drive a vehicle shall complete this application. Applications will be subject to review and approval by the principal or a designee. Applications will be kept on file at the school. South Paulding Administration reserves the right to determine where a student parks on campus. **All fees are Non-Refundable and Hangtags are Non-Transferable.**

**THIS APPLICATION IS FOR: 2025-26 School Year**

**FEE: \$125.00 Payment in full is required. Pay online through Revtrak on the South Paulding High School website.  
Seniors: July 7 – July 11; Others: Starting July 15<sup>th</sup>.**

**PLEASE circle "Yes" if you are a Band Member?      Yes**

\_\_\_\_\_  
GRADE      Student ID #      Applicant's LAST NAME      FIRST NAME      MIDDLE INITIAL      DOB  
(24-25 School Year)

\_\_\_\_\_  
Street Address/Apartment No.      Applicant's Driver's License Number      State

\_\_\_\_\_  
Vehicle Insurance Company      Ins. Policy Number      Policy Holders Name

\_\_\_\_\_  
Year      Make of Vehicle      Model (Name)      Color of Vehicle      Vehicle Tag Number  
(i.e. Ford, Chevy)      (i.e. F150, Malibu)

Preferred parking area request (i.e., near football field, on the end of a row, etc.) (Requests are not guaranteed) \_\_\_\_\_

Email address \_\_\_\_\_ Approved Space numbers will be emailed. Hangtags will be distributed through advisement teachers.

***After reading and understanding the rules and regulations as stated on the attached document, the undersigned acknowledges that permission to drive and/or park an automobile on the school campus is a privilege and not a right. In consideration for such privilege, the undersigned expressly consents to any searches of the above-described vehicle or any other vehicle driven by applicant. Administrators of the school may search the vehicle for any reason, at any time, while said vehicle(s) is on school property.***

Signature of Driver/Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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**TO BE COMPLETED BY THE SCHOOL: (Check Appropriate Session)**

Approved \_\_\_ Yes \_\_\_ No      Registration, Driver's License, Insurance and Fees Owed Verified By \_\_\_\_\_

Parking Contract    Yes \_\_\_ No \_\_\_

**Parking PERMIT/SPACE Number** \_\_\_\_\_

Date Permit ISSUED \_\_\_\_\_ Receipt Number \_\_\_\_\_

RevTrak - Amount Paid \$ \_\_\_\_\_

Name on Check \_\_\_\_\_ Student Name & ID # on Check \_\_\_\_\_

Revised 5/23/2025

# South Paulding High School Parking Contract

**Parking at South Paulding High School is a privilege. You are asked to always follow safe driving procedures.**

- The cost of the parking decal is \$125 for the 2025-26 school year. Payment in Full is required prior to receipt of parking permit. No refunds will be given. All outstanding fees must be paid prior to receiving a parking permit.**
- Decals will be issued to students who qualify for parking privileges as determined by the principal or designee.
- No decal or permit may be bought or transferred to another student by a student for any reason.** Once a decal has been issued, students will not be allowed to move/change parking spots.
- Students may lose driving/parking privilege if they fail to adhere to the requirements of the attendance protocol. **NO REFUND will be given.**

## Parking and Tardies

Tardy VI (6)	1 Week Pass Suspension
Tardy X (10)	2 Week Pass Suspension
Tardy XIV (14)	9 Week Pass Suspension
Tardy XX (20)	Semester Pass Suspension

- Automatic loss of parking privileges may result from any of the following:**
  - Leaving the campus without permission (includes before school), or
  - Allowing another student access to your vehicle or parking space, or
  - Leaving campus with or without permission and taking someone with you who does not have permission, or
  - Reckless driving/Speeding (Sheriff's Department may be called), or causing damage to school property or another person's property,
  - Major traffic violation or repeated minor violations (including instructions given by those directing traffic), or
  - Upon receiving a second ISS assignment.
  - Having five or more unexcused absences in a semester;
  - Having more than three discipline referrals; or
  - Having four or more incidences of being late to school and/or checking out early without a legal lawful excuse, or
  - Driving across the parking lot, through vacant parking spaces, through the Dugan Elementary School parking lot or
  - Driving over 10 mph on campus, anytime, day or night.
- The school is not responsible for the losses or damages to the property of users on its facilities. Proof of insurance as required by law shall be required prior to the assignment of a parking space.
- The driver/owner of any vehicle will be responsible for the use of his/her vehicle while on campus, and subsequently for a violation of the above rules and regulations by persons other than himself/herself if the offense is committed with or in his/her vehicle.
- Unauthorized vehicles parked on campus will be subject to a fine (\$20.00), loss of parking, vehicle booted or towed at owner's expense.

**Offenses** include but are not limited to:

- Vehicles parked on campus without decal or not registered.
- Parking in reserved places.
- Parking at yellow curb or in "No Parking" or "Fire Lane" areas.
- Parking in unpaved areas.
- Parking in service roads, driveways, and walkways.
- Failing to stop for "Stop" signs.
- Failing to vacate a vehicle upon arrival at school.
- Failing to leave school campus upon entering vehicle.
- Leaving campus without proper authorization or checkout.
- Parking at an angle or in a manner to utilize two parking spaces.
- Parking an unregistered vehicle on campus – must be registered **prior** to parking on campus.

**Consequences: Parking and traffic violators** on campus are subject to, but not limited to, one or more of the following disciplinary actions as deemed appropriate by the school administration:

- First and all subsequent offences may result in a fine (\$20.00), loss of parking, vehicle booted or towed at the owner's expense. No refund will be given.**
- State of Georgia, Department of Motor Vehicle violations state a State Court Traffic Ticket may be issued by the Campus Police Officer.
- Failure to respond to a citation issued by a Campus Police Officer shall be grounds for canceling the parking decal or permit.

**Signature of Driver/Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_