

# PCHS Student Parking Guidelines 2021-2022

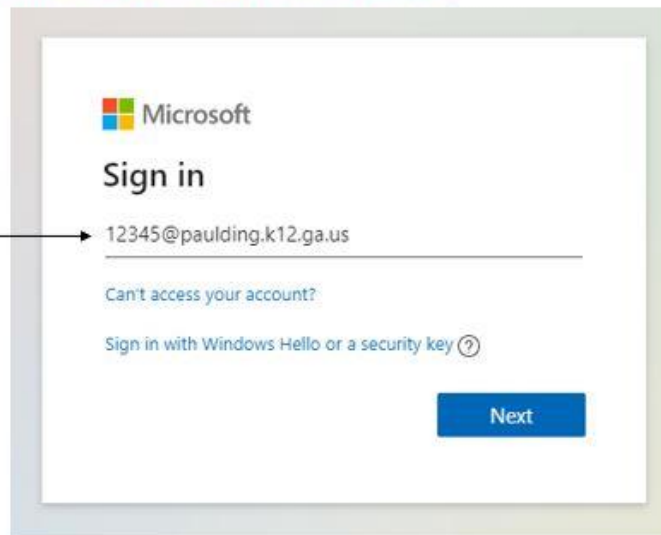
**NOTE: PCHS TECHNOLOGY WILL BE RESETTING ALL  
PASSWORDS ON FRIDAY, JULY 23, 2021**

The Parking Application for 2021-2022 will be accepted **ONLY online**.

The student completing the application **MUST SIGN IN** with their Student ID# and school computer password when prompted:

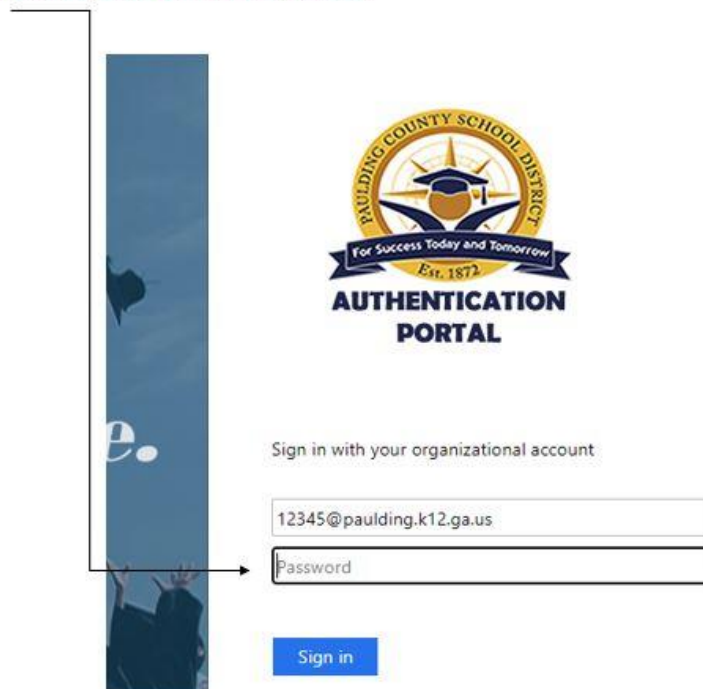
Example:

When prompted, enter your Student ID number +@paulding.k12.ga.us



A screenshot of the Microsoft Sign in page. The Microsoft logo is at the top left. Below it is the text "Sign in". There is a text input field containing "12345@paulding.k12.ga.us". Below the input field are two links: "Can't access your account?" and "Sign in with Windows Hello or a security key?". At the bottom right is a blue "Next" button. A red arrow points from the text above to the input field.

Enter your School Password where indicated.



A screenshot of the Paulding County School District Authentication Portal. The Paulding County School District logo is at the top center, featuring a graduation cap and the text "PAULDING COUNTY SCHOOL DISTRICT", "For Success Today and Tomorrow", and "Est. 1872". Below the logo is the text "AUTHENTICATION PORTAL". Underneath is the text "Sign in with your organizational account". There are two text input fields: the first contains "12345@paulding.k12.ga.us" and the second is labeled "Password". At the bottom is a blue "Sign in" button. A red arrow points from the text above to the "Password" input field.

Student Parking Applications for **2021-2022 School Year** will open for rising Seniors and rising Juniors on **Monday, July 19, 2021**, and **close on Thursday, July 22<sup>nd</sup> at 12N**. **Completion of the application does not guarantee a parking permit.**

**\*\*\*\*Students will not be allowed to change their parking space after they have selected and paid for a parking space on RevTrak.**

Online applications must be completed with **current** information **before Tuesday, July 27, 2021**, to pick up your parking tag during **Open House on Thursday, July 29, 2021**.

**Complete the Online Parking Application and upload all required documents at <https://forms.office.com/r/D8DKQ7yDRX>.**

**REMEMBER** that you must sign in with your student ID# and school computer password when prompted (see examples on the first page).

BEFORE completing the application, we recommend collecting and uploading to your computer/phone all necessary information/documentation. You will need:

- Current photo of student – NOT a photo of Driver's License
- Car Tag Number & Vehicle ID
- Digital copy of CURRENT Class C or D Driver's License (no permits)
- Digital copy of CURRENT Automobile Insurance Card (NOT EXPIRED)
- Digital copy of CURRENT Vehicle Registration (NOT EXPIRED)

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Applications for **underclassmen** will open on **Friday, July 23, 2021 @ 4:00 p.m.**  
**Parking hangtags will be available for pick up during Open House on July 29, 2021, for students who completed the online application, paid via RevTrak, and have no outstanding debts and/or books.**

During the school year, parking tags will be available 48 hours (2 school days) after online parking application and payment were submitted.

**Parking Fee** is \$105 per year

- **(\$90 -Special Discount until 12N Thursday, August 5<sup>th</sup>)**  
or \$55 per Semester.

**Payment must be paid via RevTrak**

**<https://paulding.revtrak.net/high-schools/pchs/#/list>**