



2019/2020

STUDENT PARKING TAG PROCEDURES PRIOR TO START OF A NEW SCHOOL YEAR (Parking Lot Map on Reverse Side)

THIS PROCEDURE COVERS STUDENT PARKING TAG PURCHASE PRIOR TO THE START OF A NEW SCHOOL YEAR. PLEASE SEE STUDENT PARKING TAG APPLICATION FOR COMPLETE RULES AND PROCEDURES.

REMINDER: THE STUDENT IS RESPONSIBLE TO ATTACH XEROX COPIES OF THEIR DRIVER'S LICENSE AND VALID CAR INSURANCE CARD(S) TO THE PARKING TAG APPLICATION.

All school fees must be paid in full **or** current on a scheduled payment plan in order to be eligible for a PEHS Parking Tag. To be current on a payment plan, the first payment already needs to be paid. The first payment is generally 34% of your total fees. Parking Tag must be purchased IN ADVANCE/PRIOR to the student driving the car on school grounds or car is subject to a ticket.

SENIORS AND JUNIORS – REQUIRED DOCUMENTATION DUE TO PEHS BY AUGUST 1ST, 2019:

- ✓ **Completed and Signed** Student Parking Tag Application
- ✓ Student's **valid** Driver's License (*A copy must be attached to the completed application.*)
- ✓ Current **valid** Car Insurance Card (*A copy must be attached to the completed application.*)
Insurance card must show the car information as identified on the Parking Tag Application.

The above required documentation may be turned in by mail or in person to PEHS by 8/1/19. **DO NOT SEND PARKING FEE PAYMENT WITH ABOVE DOCUMENTATION, AS IT MAY DELAY THE ISSUANCE OF THE PARKING TAG.**

PEHS RECEIPT OF STUDENT PARKING TAG APPLICATION BY 8/1/19: PEHS Staff verifies School Fees paid/payment.

PARKING TAG FEE PAYMENT - \$100: On below specified dates, those students that submitted required documentation by 8/1/19 **and** school fees are paid/current on a scheduled payment plan, simply bring in cash or a check made out to PEHS (write Parking and ID # in Memo Section) on the following dates between 8:00 AM and Noon:

2019 - August 8, 9, & 12

Should incomplete documents and/or no documentation be received at PEHS by August 1st, students are then eligible to purchase a Parking Tag beginning September 3rd, 2019.

NOTE: Students who come on the above dates that did not submit paperwork by 8/1/19 will have to wait (go to the end of the line) until all those students that did submit prior paperwork are helped.

**NO PARKING TAGS WILL BE SOLD BETWEEN
AUGUST 13TH THROUGH SEPTEMBER 2ND, 2019.**

EFFECTIVE SEPTEMBER 3RD, 2019 - Plainfield East Student Parking Tags will be sold after school in the Attendance Office between 2:10 PM – 2:45 PM. *Only students that have early release can come to the Attendance Office at their release time to purchase a Parking Tag.*



Plainfield East High School

Student Parking Lots

Naperville Rd

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Google

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