

To: Parent/Guardian of Licensed Muhlenberg High School Student
From: Mrs. Kaylor and MHS Main Office Staff

Students in grades 10-12 who wish to drive to school and park on school property must register their vehicle and obtain a parking tag. **No one may park on the school lot without registering their vehicle**. All necessary registration requirements must be met prior to a space and tag being issued and must continue to be met throughout the school year so that your child can maintain his or her parking privilege. Violations could result in loss of parking lot privileges.

YOU MUST HAVE A TAG TO PARK ON THE MAIN AND BACK LOTS. THERE IS NO PARKING FOR STUDENTS IN THE BUS LOADING AREA OR IN THE BACK OF THE BUILDING. STUDENTS WILL NOT BE PERMITTED TO MOVE THEIR VEHICLES TO THE BACK OF THE BUILDING FOR SPORTS PRIOR TO 3:00PM.

Staff will monitor and make DAILY checks of the parking lot. **Repeated violations of our school discipline code** (i.e unsafe operation of vehicle, speeding on parking lot, etc) **can result in suspension of your parking privileges** either temporarily or permanently. Please review the driving and parking registration page before signing the parking registration form.

In order to receive a parking tag, you need to see me personally and show **ALL** items listed below **at the time of vehicle registration**.

1. Name, grade, home address and home/cell phone numbers
2. Driver's License (NO PERMITS) owner's card, current insurance policy card
3. License plate number, car make, model and color
4. Registration fee = **\$10.00 cash only**

If you have a parking space area in mind and it is available, I will try and honor your request. This signed form, along with the completed registration information listed on the other side, must be handed in when registering for a parking space.

My son/daughter has my permission to drive and park a vehicle on the Muhlenberg High School Parking Lot. I have read the rules and regulations concerning driving and parking the vehicle will be adhered to or the parking privilege can and will be revoked. I understand that parking in unauthorized areas could result in the vehicle being towed at the owner's expense.

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____

Sincerely,

Mrs. Kaylor and Main Office Staff

MUHLENBERG HIGH SCHOOL
2025-2026 VEHICLE REGISTRATION FORM

- **Monday, August 4th** SENIORS (8:00-10:00am) and JUNIORS/SOPHOMORES (10:00-12:00pm)
- **Tuesday, August 5th** Make up day for all classes (8-10am)

Name: _____ Grade: _____

Home Address: _____

Cell Phone: _____

Car Make/Model: _____ Car Color: _____

License Plate Number: _____

*Will anyone be riding to/from school with you? Yes No (circle one)

*If yes, list names: _____

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**For Office Staff Only: Do not write or mark below**

Driver's license #: \_\_\_\_\_ Owners Card Name: \_\_\_\_\_

Current Insurance Card/Company: \_\_\_\_\_

Registration Fee (\$10.00 cash): \_\_\_\_\_

Space Number: \_\_\_\_\_