



# HOW TO GET A PARKING TAG:

## 2016 – 2017

Students must have a current Klein Collins hang tag, displayed on their rearview mirror, to park on campus.

1. Sophomores, Juniors & Seniors may pick up applications in office 701 beginning August 22, 2016, before and after school.
2. Complete the application. Print legibly. *Student and parent signatures are required on both sides.*
3. **Attach the following to your application:**
  - Copy of your unexpired Texas Driver's License (no permits)
  - Copy of your unexpired insurance card that must list your name and the vehicle/s listed on your application.
4. Refer to the 2016-2017 Student Parking "Important Dates" link via the KC website for specific dates & hours for turning in and processing the application. Important dates will be updated throughout the year on the KC website, Blackboard, and during the morning/lunch announcements.
5. The fee for parking is \$50.00. If paid online, you will need to provide a copy of the receipt to be kept on file with your application. You may also pay by check, made out to KCHS, or \$50.00\* cash EVEN. No change will be available.
6. Online payment does not guarantee a hang tag. The application process must still be followed.
7. If you have financial holds, you will not be issued a tag until you have cleared.
8. Any changes to your processed application and/or information attached to it, must be submitted via the "Change/Update" form available online or in office 701. This includes newly purchased vehicles, additional vehicles, license plates, and TDL/Auto Insurance renewals. New/additional vehicles, require an updated copy of the insurance with your name listed as a driver for the new vehicle, as well as the new/temp plates.
9. The information that is on file, must remain current throughout the school year.
10. Assigned parking spaces will be strictly enforced beginning September 6<sup>th</sup>. As stated in the Student Handbook, you CANNOT park anywhere on campus without a visible hang tag. Failure to comply with all parking rules (listed on signed application) will result in discipline being assigned in accordance with Student Handbook, pages 61 & 62.
11. Regular office hours are 2:30 – 3:00 pm\*

\*subject to change