

## 2023-2024 Parking Lottery Instructions

### **Important Parking Dates and Times:**

**April 24:** Paper application form available on BWHS website. You will need to have this information ready to input into our Parking Google Form once registration opens. Finalized copies of this form will be scanned into your Parking Google Registration Form as well as turned into Mrs. Bowman. *New this year – a physical copy of the application form must be turned into Mrs. Bowman by May 11th to be eligible for a parking space. Forms that are not turned in will be removed from the lottery.*

**May 9, 10, 2023:** Initial registration window open via Google Form. Please look for the link both in student emails, Watterson Wednesday news, and the BWHS website. Only students with carpools of 3 or more will be accepted at this time.

*After the initial registration window is complete, instructions will be released for carpools of fewer than 3 students. Thank you for your patience.*

**(Tentative) 5/17:** Parking assignments announced via Watterson Wednesday News as well as the BWHS Website and will be available for online purchase

**TBD:** Students will receive permanent parking tags. We hope to be able to distribute tags the last week of school.

In order to obtain a parking spot, students will first fill out the Bishop Watterson Parking Google Form. Completed forms will be submitted during the registration window in order to complete the registration process. **Due to limited availability, only carpools of three or more students will be accepted in the initial registration window.**

**Although we want to encourage larger carpools, we also want all students to be in compliance with Ohio driving rules and regulations. Please visit the Ohio BMV website to verify that your carpool will be in accordance with all Ohio laws regarding teenage drivers. Bishop Watterson is not responsible for those students who choose to violate the laws set forth for drivers under the age of 18 by the state of Ohio.**

### **Application Form:**

**Date available:** Monday, April 24

**Location:** Bishop Watterson Website (Forms and Flyers)

In order to apply for a parking space, an application must be completely filled out and ready during the registration window. The application form can be found on the Bishop Watterson website.

Please remember to have your parking application filled out completely and correctly when you register during the registration window. You must have the name and student ID number,

compliance from all students and parents in your carpool, as well as phone number and email address of each participant in your carpool.

**DO NOT DUPLICATE A STUDENT ON YOUR FORM.** If a student's name is present on more than one carpool registration, the carpool that has inaccurately used a student on their form will be removed from the registration process and will not be eligible for a parking pass.

Carpools may register more than one car, if more than one student will be driving. Please use the form to indicate which students and cars will be the primary and secondary drivers. It is the responsibility of the carpool drivers to always have the appropriate parking tag displayed.

Carpools assigned a space will be reserved a parking spot in either the Cooke Road Lot (Former Weight Room), South Field Lot (Former Tennis Lot) or the Outfield Lot (Former Scoreboard Lot) Students will not be given a preference regarding parking lot or parking spot. Spots will be assigned later in May.

### **Registration Window:**

**Dates:** Tuesday, May 9th – Wednesday, May 10th

Students with a completed application form will have 2 days to complete their registration through a google form set up through Bishop Watterson. Any member of the carpool is eligible to register and complete the registration process during on May 9 or May 10 but only ONE member of a carpool may do so.

The registration process will identify whether a student has been duplicated. The duplicated student will be contacted immediately to identify which application is accurate and which form will be removed from the process. **DO NOT DUPLICATE STUDENTS ON YOUR APPLICATION.**

### **Parking Assignments:**

**Date:** **TENTATIVELY Wednesday, May 17th** (Subject to Change)

Tentatively those carpools receiving a parking assignment will be notified via Watterson Wednesday News as well as the BWHS Website on Wednesday, May 17th. Watterson Wednesday and the Watterson Webpage will provide information on how to access our online Bishop Watterson storefront, where you will be able to purchase your pass for \$75. You must purchase your parking assignment prior to May 26th, in order to receive your parking pass for the first day of school. Our goal is students who have purchased their pass will receive their permanent tag the last week of school during the 2022-23 school year.

### **Important Highlights and Reminders:**

Any student who does not purchase their parking tag by May 31st will lose their parking spot to individuals on the waiting list.

Any primary driver must have a valid license by October 31, 2023 to be considered for a spot.

Students will need to obtain appropriate signatures from all participating carpool students and parents. Mrs. Bowman will keep a record on file. Duplicate and/or forged signatures will result in the IMMEDIATE loss of a Bishop Watterson Parking Spot.

Mrs. Bowman has a copy of all Freshman Student ID#'s. If an incoming freshman does not know their BWHS Student ID please reach out to Mrs. Bowman via email.