

Student Parking Request Information

Dear HCS Student Driver/Parents:

Student parking requests can be made between June and July of the upcoming school calendar year and preference will be given by grade when assigned. For requests received after August 1, will be granted on a first-come first-serve basis and grade will not factor into assigned spots.

In order to request a parking spot, you **MUST** have a valid driver's license. Those with permits are not allowed to park on campus during the school day.

- Once your student has a valid driver's license please log on to the HCS Connect website and click "Manage My Info".
- Select the student driver's name at the top of the page and then select the "Vehicles" tab below.
- Enter your Student's Driver's License Number in the first line.
- Read the PDF labeled "Parking Policy".
- Once you have read the "Parking Policy", enter the information for your primary vehicle, including your current plate number.
- Then Click the button labeled "Request a Parking Spot".
- You will see that your request has been "time stamped" as a record.
- Then Click the button labeled "SAVE".

At this time, you have completed a request for a parking spot and a spot is not yet assigned. When parking spots are assigned, this information can be viewed in HCS Connect. Parking stickers will be available for the student to pick up during high school orientation. Parking stickers issued during the school year will be available at the high school office. Students are not permitted to drive onto campus until a parking spot has been assigned by the Security Department. **Students must place the current school year sticker on the interior, rear, passenger's side and daily park in their designated space.**

NOTE: HCS reserves the right to not issue a parking spot until a full request has been submitted, the student driver has a driver's license, and all needed items have been received by the HCS Security Department. Driving to campus prior to having an assigned spot and all information completed will result in a loss of privilege to park on campus during the school day. The parking lot will be monitored daily by the HCS Security Department.