

Student Parking Information and Guidelines
Guilderland High School – 2025-2026

Parking at Guilderland High School is a privilege, per Guilderland Board of Education Policy.

Student parking will be in the front student lot and the east student lot ONLY.
There will be NO STUDENT PARKING in the front bus loop/West gym/LGI
areas!

Parking applicants must read and agree to all of the terms and conditions outlined below. Failure to follow the terms and conditions may result in the loss of parking privileges and possible further disciplinary actions.

In person or Online Parking Registration:
Thursday, September 4, 2025 through Friday, September 26, 2025.

- If you prefer to pay at the school store, the registration fee is \$50 per year and should be paid by cash or check (checks payable to Guilderland High School). Second semester only fee is \$25. Please bring all paperwork to the school store (application, payment, copy of insurance card, copy of license and copy of registration). You will then be issued the parking permit sticker.
- If you prefer to pay online, please visit <https://guilderland-high-school-store.shoplightspeed.com/> The parking fee will be \$51.65 for a full year permit. Second semester only fee is \$25.98. The site only collects the payment. Please be sure to bring all necessary paperwork (application, copy of insurance card, copy of license and copy of registration) to the school store where you will be issued the parking permit sticker.

****After September 26, 2025, students who park on campus without a permit will receive a disciplinary referral and the parking permit fee will be added to the student account. All permits may be obtained in the School Store during normal operating hours.***

Students who park illegally in designated handicapped parking spots or in a fire lane may be ticketed by the Guilderland Police Department in addition to possible disciplinary action.

Tickets and impoundment are only approved and requested by the building principal or his/her designee (when principal is out of the building). Students are responsible for all fees involved with ticketing and impoundment.

The school is not responsible or liable for any damage to, or loss of vehicle or personal property. The school is also not responsible for any accidents that occur on school property. Proper officials (parent/guardian, law enforcement and/or insurance companies) should be contacted by those involved in the accident). Students will keep their vehicles locked at all times while parked on campus.

Student Parking Guidelines

Rules have been established to promote and maintain a safe environment for all. Students are expected to adhere to all NYS Department of Motor Vehicles laws pertaining to the operation of vehicles while at Guilderland High School. Failure to do so will result in the loss of permission to operate a vehicle on school property, citations, disciplinary consequences and/or vehicle impoundment.

1. **To receive a parking permit for the year, each student must submit the following materials to be retained by the Office until destroyed at the conclusion of the year:**
 - A Student Parking Application and Agreement form signed by both parent/guardian and the student
 - A **copy** of his/her current valid NYS driver's license
 - A **copy** of the valid vehicle registration
 - A **copy** of the current valid car insurance identification card (**please check the dates on the card!**)
 - Payment in the amount of \$50.00 made payable to Guilderland High School if you are paying in the school store. Online payments are collected at time of entry.

***Applications will not be accepted if:** they are not fully complete, are not accompanied by all four **valid** documents, and/or full payment is not submitted. **Please check the expiration date** on your insurance card before you apply.
2. All student vehicles on campus must possess a current parking permit, and clearly display it. The permit must be *displayed so that it is visible at all times*. The sticker should be affixed to the driver's side passenger window (back seat window). All parking permits will be numbered in order to identify student vehicles. Students who violate parking rules and park without a permit, are subject to the same parking guidelines and policies.
3. Students will **not** be allowed to go to their cars during the school day without administrative approval. If approval is given, the student must present his/her pass to the attendant on duty at the front desk entrance before exiting the building and must re-enter through that same entrance. Any student who fails to follow this procedure will result in disciplinary consequences. Student parking is only allowed in the front two student lots on East side of building.
4. Temporary permits may be granted on an individual basis for **severe** family hardship and will be offered at the discretion of the administrator in charge of parking. Parents and students must notify the administrator in charge of parking prior to bringing the vehicle to school. A temporary permit will be issued once it is verified and approved by the administration.

5. **School officials have the right to search a student's vehicle while it is on campus**, if they have reason to believe that it may contain anything that may endanger students and/or school personnel and/or are in violation of school policy.

6. The following rules apply for maintaining your parking privileges:
 - ✓ No tardiness to classes or study hall
 - ✓ No driving recklessly or exceeding the speed limit on campus
 - ✓ No driving off campus without permission
 - ✓ No dropping students in areas not designated for this purpose
 - ✓ No parking in faculty lots before 3:30 p.m. while school is in session
 - ✓ No passing a school bus while its flashers are engaged
 - ✓ No parking in fire lanes or designated handicapped spots

7. **Violators will be required to meet with their assistant principal. Failure to serve your assigned detention or other disciplinary consequences for any of the above offenses will result in an immediate 30-day suspension of parking privileges.**

Guilderland High School Student Parking Application and Agreement Form – 2025-2026

_____ Student Name (Last, First) _____ Grade _____ NYS License # of student 1

For **Siblings** who can also drive (their valid NYS driver’s license must also accompany this form.)

_____ Student Name (Last, First) _____ Grade _____ NYS License # of student

_____ Auto Make _____ Model _____ Color
 _____ License Plate # _____ Year _____ Vehicle Identification # (VIN)

_____ Name of Registrant _____ Name of Insurance Carrier _____ Expiration date of Insurance
 2nd Vehicle – **Only one vehicle per permit will be allowed on campus at a time:**

_____ Auto Make _____ Model _____ Color
 _____ License Plate # _____ Year _____ Vehicle Identification # (VIN)

_____ Name of Registrant _____ Name of Insurance Carrier _____ Expiration date of Insurance

This form must be accompanied by:

- **A copy of the student’s current valid NYS driver’s license**
- **A copy of the valid vehicle registration(s)**
- **A copy of the current valid car insurance policy card (check the dates please!)**
- **Payment in School Store: \$50.00 (cash or check) made payable to Guilderland High School (\$25 for second semester only)**
- **Online Payment <https://guilderland-high-school-store.shoplightspeed.com/> \$51.65 for full year and \$25.98 for semester 2 only parking. The online portal only collects payment. The application and all required documentation must be collected in the School Store.**

By signing this form I verify that I have read and understand the “Student Parking Information and Guidelines” (Full guidelines are also available on the high school website at www.guilderlandschools.org) Please make sure that you are aware of any disciplinary actions that may take place if you fail to follow the **Parking Guidelines** provided.

_____ Student Signature _____ Parent/Guardian Signature

_____ Home Phone # _____ Cell/Work Phone #

*****You may register your vehicle in the School Store during normal operating hours.****

Below for office use only

_____ Copy of student driver’s license _____ Copy of vehicle registration _____ Copy of insurance card

_____ Permit # _____ Check # _____ Receipt #