

Langham Creek High School

Parking Permit Registration Instructions

1. Students wishing to park on campus must register online using the Langham Creek High School Parking Registration form located through the School Cash Online account, <https://langhamcreek.cfid.net/en/parents-students/school-cash-online>
 - a. Students officially classified in 11th or 12th grade for the 2020-2021 school year will have access to the Langham Creek Parking registration form and must pay \$50.00 at the time of registration.
 - **Seniors** will be able to purchase a parking permit online beginning **August 6th**
 - **Juniors** will be able to purchase a parking permit online beginning **August 10th**
 - b. If you do not have a 'School Cash Online' account, you will need to sign-up for one. Once into your account, click on the name of the student wishing to park on campus and fill out the form completely.
 - c. Upload a photo of the student's valid Texas Driver License.
 - i. **Driver Permits are not accepted.**
 - d. Upload a photo of Proof of Insurance.
 - i. **Insurance must be Valid and NOT expired the day of submission.**
 - ii. **Should insurance expire BEFORE the first day of school, you must resubmit valid insurance to the AP office ASAP.**
 - iii. **Insurance must cover the exact car that is listed on the registration form.**

If the image size is too large please use the following methods to resize the image:

Right click on the image file, select **Open With**, select **Paint**.

Select **main menu**; item Image; **Stretch/Skew** ... Change the Horizontal and Vertical percentages to 25
Select the main menu item File >> Save As to save the resized image

Or Use the '**AutoResize**' App. This is a free app available through the iTunes app store.

2. You will receive a confirmation email once your application has been approved or you will receive an email notifying you of any problems with your application.
3. The procedure for distribution of parking permits will be communicated at a later date as it is yet to be determined.
 - a. Parking spaces will be assigned in the order of "approval" time stamp. Every effort will be given to honor your lot request. If the lot requested has sold out, requests will be moved to the next closest lot (see Parking Lot Map for assistance).
4. **If you have "Early Release" or "Band" on your schedule, you will automatically be assigned to the or West Lot (No Exceptions). If you have "Late Arrival" on your schedule, you will automatically be assigned to the East Lot (No Exceptions).**
 - a. **If your school schedule should change at any point which affects the "Early Release" status, your parking lot assignment will change immediately to the appropriate lot.**