

SY 2024-2025

PRHS Online Parking Application Instructions



Parking Applications for **SY 2024-2025 at Palmetto Ridge High School** will open on **July 25, 2024, at 9:00AM**. **Seniors, 12th** have the privilege of selecting a parking space first. It is based on a first-come, first-served basis through the CCPS Student Portal. A student must be a Senior or Junior to park; unfortunately, we are unable to offer parking to Sophomores at this time. **Parking at PRHS is a privilege**. A student must meet all the minimum requirements and maintain a 2.0 unweighted GPA to park at school. A student must maintain be in good academic standing throughout the year, no habitual tardies and/or attendance issues, and be a student of good character.

- A student must be a Senior, 12th or Junior, 11th to have the privilege to park. Sophomores, 10th are not eligible to purchase a parking spot.
- A student must **maintain a 2.0 unweighted GPA** to park at school, and students **must pay any fees owed** to the Media Center before being approved. This includes student IDs, parking violations, library books, school laptop, textbooks, and/or other outstanding dues accumulated from activities/athletics.
- Parking spots **cost \$25.00**.
- Any student parking **without authorization and/or does not meet the requirements** will have discipline consequences and the vehicle will be **towed at the owner's expense**.
- **SPECIAL NOTE WARNING:** Palmetto Ridge High School is a **CLOSED Campus**. A student is **NOT allowed to leave campus for lunch or anytime of the school day**. Administration reserves the right to search your vehicle at any time. If you do not follow the parking rules, your privilege to park will be revoked at any time.

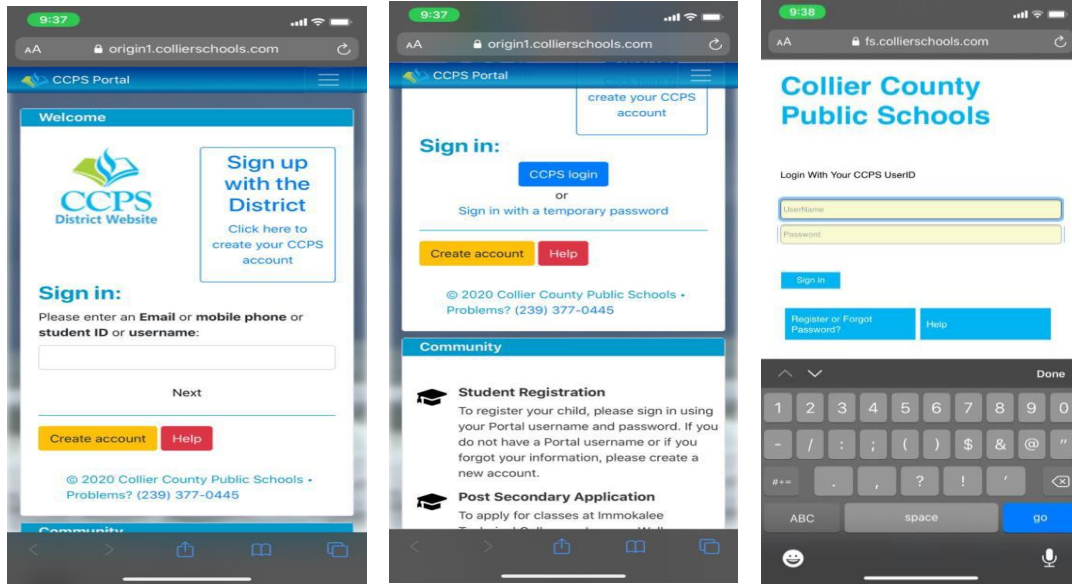
**Campus
Closed**

Before you get started, you will want to do the following things:

1. Take pictures of the following items
 - a. The car(s) you are registering
 - b. Your driver's license
 - c. The vehicle registration(s)
 - d. Your car insurance (must be current)
2. Ask your parent/guardian if they have a CCPS Portal account. Have them go to www.collierschools.com and click on the PARENTS tab to create one if they do not have an account.

😊 **Ok! You are ready to begin the online application process!** 😊

STEP 1: Log into the **student** portal at <https://origin.collierschools.com/app/Portal>



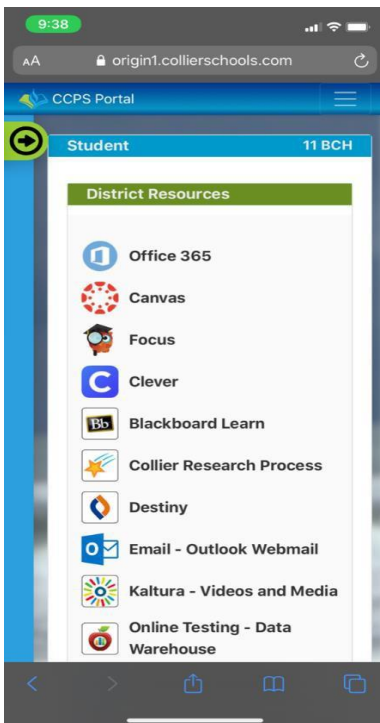
(You may get multiple screens during the sign-in process.)

STEP 2: Click on the **Green circle** with the **Black arrow** in the upper left-hand corner.

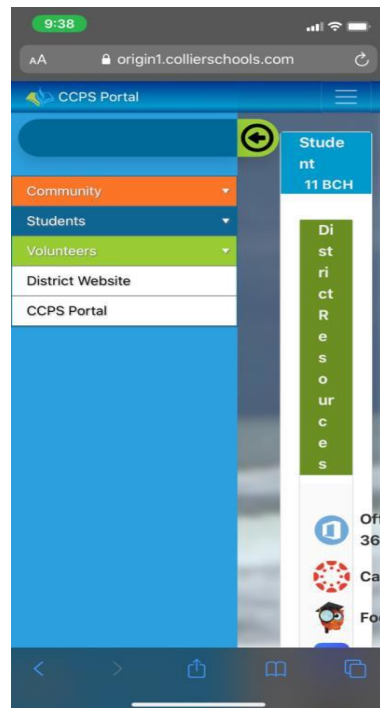
STEP 3: Click on STUDENTS.

Step 4: Click on PARKING, then APPLY AT PRH.

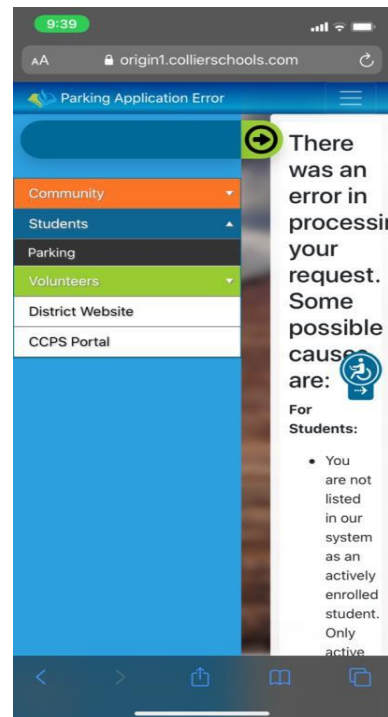
STEP 2



STEP 3



STEP 4

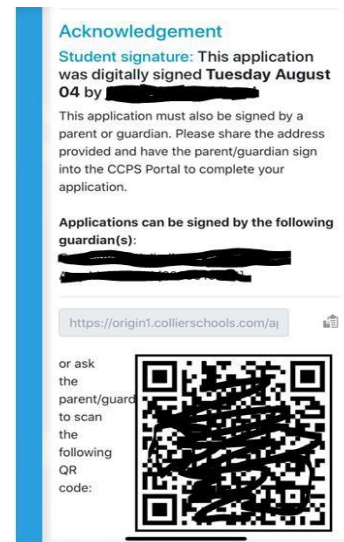


IMPORTANT: Students who are **NOT 16 years old at the time of application will not be able to complete it.**

STEP 5: Complete the application by filling out the forms and uploading your pictures.

STEP 6: Click on the **Blue Square**. This is your digital signature that you acknowledge and agree to the parking rules and responsibilities.

STEP 7: Send the link or have your parent/guardian scan the QR Code, once they are signed into their portal, for them to digitally sign.



What happens next?

- The school will review your application. If you owe any fees you must pay for them in the Media Center **before** you can be approved. Your fees are listed on Destiny. The Media Center will be open to receive your payment only on **August 6th from 8am-2pm**. If you cannot make that day, you will have to wait until schools starts August 13th.
- Once your application is approved, you will sign into the portal and pick your spot (when it's your turn) through **"The Drift"** on **Wednesday, Aug 7th from 10am-2pm** and **Thursday, Aug 8th from 10am - 2pm**, starting with **Seniors** then moving to **Juniors**. It's likely that Juniors will end up picking the second day, or at the very end of the first.
- **OJT and Dual Enrolled students will NOT participate in the Drift. You will park in the Staff lot and the first rows of the Student lot and pick from a map in Mrs. DePrisco's office as soon as you are approved. You will also have a different color parking hang tag. Call 377-2429 if you have any questions about OJT and Dual Enrolled parking.**
- You will be able to pay for your spot online at (<https://ccps.revtrak.net/>) or with a check (payable to PRHS) or cash on the first day of school. **See Mrs. DePrisco in the Student Relations Office.**
- Students will pick up their hang tag on the first day of school in Student Relations: Attendance & Discipline
- Any application not completed and paid for by Aug 30, 2024 will be forfeited and assigned to another student.

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