

## 2019-2020 DCHS Parking Pass Registration

All students parking on campus **MUST** obtain a parking pass.

Parking Registration will begin: **August 5, 2019 at 3:30 pm for Class of 2020**

**August 7, 2019 at 3:30 pm for Class of 2021**

**August 9, 2019 at 3:30 pm for Class of 2022, 2023**

- ❖ Parking passes must be picked up and/or purchased by August 16, 2019 or the registration will be deleted and the parking spot opened back up on a first come first serve basis
- ❖ Students will be allowed to use the computer labs at DCHS on registration dates if they need to stay after school and register.
- ❖ If a student chooses to use a mobile device to register they will not be able to pick their spot. The program will pick the closest spot to the building available according to the lot they choose.
- ❖ If any student registers before their assigned time their registration will be deleted and their money will not be refunded.
- ❖ **While registering do not exit out of the webpage.** If you exit your spot could be taken by someone else registering at the same time.
- ❖ Info needed for registration: Name, Email, Phone, Grade, Drivers License #, Vehicle year, Vehicle Make, Vehicle Model, Vehicle Color, License Plate #
- ❖ Parking passes all cost \$ 15.00
- ❖ Free parking will be in the lower visitor football stadium parking lot closest to Henslee Dr.
- ❖ **No Students are allowed to park in the Sullivan Central Elem. pkg lot during school hours**
- ❖ Process to register:
  - Go to DCHS Webpage <http://www.dcstn.org/dchs.aspx>
  - Click on "Parents & Students" drop down box
  - Click on "Student Parking Information"
  - Click on "Registration link" on the right side of the page
  - Close to 3:30 pm, refresh the page until the "Details" button becomes a green "Register" button and click it.
  - Choose the parking lot and select 1. You can only register one parking spot
  - Click on "Get Tickets"
  - Click on "Edit Tickets"
  - The program will auto select a spot which will be white. If you do not want that spot click on it to turn it to a solid color.
  - The grayed out spots mean they have already been reserved
  - Use the + to zoom in on the parking lot and select the spot you desire
  - Once you have selected the spot go to "Checkout"
- ❖ At this point your spot is reserved and you can slow things down. You will have several minutes to enter your registration information.
  - At any point you exit the page or hit the back button you can lose this spot**
- ❖ The software is capable to multiple reservations at the same time. It is used for major events in purchasing tickets.
- ❖ You can pay online using a debit/credit card or if you choose to pay with cash select "Pay at the door"
- ❖ If you choose to pay cash you need to bring the correct change (\$15.00) and see Officer Wall during lunch in the cafe.