

Spokane Christian Academy

High School Parking Permit Application Cover Sheet

Submitting an application does not guarantee a parking permit.

1. Before beginning an application, are the following statements true?

- ☐ The student will be a sophomore, junior, or senior during the 2026-2027 school year.
- ☐ The student is at least 16 years old at the time of application.
- ☐ The student has a valid driver's license and insurance at the time of application.

If you check **all THREE** boxes, you can apply for an SCA driver parking permit.

2. Incomplete applications will not be accepted. Make sure you submit:

- ☐ A printed application with **all the signatures completed by all parties**.
- ☐ A printed copy of the applicant's valid driver's license.
- ☐ Printed proof that the applicant is insured (i.e., insurance card). The insurance document must include the **student** driver's name.

Only complete applications, with all supporting documents, will be accepted.

3. Complete applications will only be processed if:

- ☐ The applicant pays all fees and fines from the 2025-2026 school year prior to August 25th, 2026.
 - Fines will be incurred if student does not abide by the parking policy noted.

If you were able to check all the boxes in steps 1,2,3 you are ready to begin the application process.
Read through the following pages for:

- An explanation of the application process
- Important dates for SCA parking permit applications
- The application page 1 – Required to complete, sign, submit
- The application page 2 – Required to sign, submit

Spokane Christian Academy High School

Parking Permit Application Process 2026-2027

Applications for a parking permit are available on the Spokane Christian Academy website and in the Spokane Christian Academy Main Office:

- Parking permits will be assigned to sophomores, juniors, and seniors only.
- Student must pay all outstanding fines and fees **BEFORE** they apply. If applicants have fines or fees when they submit their application, student and parents will be notified and the application held until payment has been received.
- Student must be at least 16 years old and have a valid driver's license. No exceptions. Carpool drivers must meet the 6-month state requirement for driving with passengers. Driving with siblings is legal and will qualify for a carpool.

All parking permits will be given according to the process outlined below:

- All applications must be delivered to the school in person during the designated dates and times. **There will be no exceptions.**
- Complete applications include: A completed application **form** with all signatures, a copy of a **current insurance card**, and a copy of the **student's driver's license**.
- Incomplete applications, without all supporting documents, will not be accepted.
- **Do not attach payment** to the application. Payment must be made when a student picks up their parking permit.
- When a parking permit is issued, the student/family will receive an e-mail indicating they have been approved for a parking permit, and when it will be ready to be picked up.
- Parking permits can be picked up on the designated dates/times. Students must pay the **\$25** permit fee before receiving their permit.
- Students have until the end of the first week of school to pick up their parking permit.
- Permits take 2 business days to process. You will not be able to pick up your permit the day you submit your application.

IMPORTANT DATES for SCA Parking Permit Applications 2026-2027

Driver Permit Application

Important Dates:

August 4th – 25th

Parking permit applications accepted in the school office from 9 am–3 pm, Tuesdays and Thursdays.

August 27th

Notification e-mails will be sent to those applications that were processed. E-mails sent to parent and student email address listed in Gradelink

September 8th – September 10th

Permits can be picked up in person at the school office from 9:00am-3:00pm. Payment for the permit can be made with check or cash at that time.

- Permits take 2 business days to process. You will not be able to pick up your permit the day you submit your application.

SPOKANE CHRISTIAN ACADEMY PARKING

DRIVER APPLICATION 2026 – 2027

Students must provide copies of insurance card and a driver's license.

Incomplete forms will not be accepted.

Falsifying information on an application will result in the applicant losing the privilege of a parking permit for the entire year.

Name: _____ Student ID: _____ Age: _____

Grade (circle one): 10 11 12

Driver License #: _____ Expiration Date: _____

Insurance Provider: _____ Insurance Policy #: _____ Expiration Date: _____

List ALL cars that you may drive to school.

1) License Plate _____ Make _____ Model _____ Color _____

2) License Plate _____ Make _____ Model _____ Color _____

3) License Plate _____ Make _____ Model _____ Color _____

Are you in a special program (ex: NewTech, Internship, Running Start or attending fewer than 4 classes at Spokane Christian Academy) ?

If yes, what program: _____ AM _____ PM _____

I have read the PARKING POLICY & RULES and agree to abide by them. I agree to read the 2026-2027 Student Handbook for updates to the PARKING RULES. I understand parking is a privilege. If I cannot abide by the rules, I will be subject to ticketing, towing or loss of parking privileges with NO refund of fees. I agree that I will only park in the lot I am assigned and if I don't, I will lose my parking privileges.

Driver Signature: _____ Date: _____

I have reviewed the parking rules with my student and understand that if they do not follow the rules, they will be held accountable to the consequences listed above.

Guardian Signature: _____ Date: _____

Guardian Contact Info: E-mail Address: _____ Cell # _____

Office Use Only:

Reviewed By: _____ Date Received: ____/____/____

☐ Fees Paid

☐ Previous Fines Paid

Approved: Yes _____ No _____ Reason: _____

Notification: _____ Payment/Pick-up Date: _____

Student Name: _____ ID: _____

SPOKANE CHRISTIAN ACADEMY HIGH SCHOOL PARKING POLICY 2026-2027

1. All fines must be paid prior to purchasing a parking permit. Fines may be paid before or after school.
2. The student parking fee is \$25. Part-time SCA students must have a permit to park at Spokane Christian Academy. There is no discount for part-time students. Everyone needs to turn in a signed parking contract. Permit fees may be paid with cash or check at the school office.
3. All students & parents must read, complete, sign & date the parking application.
4. Students must return the forms on the designated days.

_____ Initial to agree

SPOKANE CHRISTIAN CENTER PARKING POLICY:

"By issuance of this permit, Spokane Christian Center and Spokane Christian Academy do not assume liability for any property damage to or theft of any private automobile parked on the property. The owner/operator(s) of all private vehicles accept responsibility for their own property & agree that they are parking at their own risk."

Please Note: Spokane Christian Academy High School administrators have the right to search your vehicle upon request if it is on Spokane Christian Center property.

_____ Initial to agree

Purpose of Parking Fees

The purpose is to assure the safety & security of Spokane Christian Center and Spokane Christian Academy, and to deter students from violating safe driving & parking practices. Funds generated by parking fees are used to pay for supervision of all parking lots on SCC campus, costs related to parking registration & maintenance of ticket records, and other school-related costs.

What are the Rules & Consequences for violations?

Parking citations carry a minimum \$10 fine depending on the severity and/or frequency, additional penalties and/or disciplinary consequences up to & including temporary or permanent loss of parking privileges. Citations will be issued for the following:

1. Parking without a valid & visible permit. Permits must be clearly displayed on the rear-view mirror or on the dash.
2. Improper parking of vehicle, including not properly parking in the stall (taking more than one place or blocking accessibility), parking in restricted areas (fire lanes, bus lanes, handicap only, pastor or visitor parking areas, grass etc.) or not parking in assigned parking area.
3. Moving violation (speed, unsafe driving, running a stop sign, misuse of vehicle). The speed limit in the parking lots is 5 MPH.
4. Falsification, misrepresentation, of a student's parking permit.
5. Students may not borrow, loan or resell parking permits. Parking privileges may be suspended or revoked for these acts & additional fees imposed.

6. A fine will be issued for parking in a handicap space without a valid & visible state handicap parking permit, issued to the driver of the car. Car is subject to ticket and/or impound from the Police Department.
7. If you wish to dispute a parking ticket you receive, you must do so with the parking supervisor, within five (5) days. **No changes will be made to tickets older than five school days.** Disputing a parking ticket does not necessarily result in a reduction or elimination of the fine.
8. For a student with more than three violations, a warning will be written, & parents will be contacted. A towing warning letter may be issued.

_____ Initial to agree

9. **Parking fines must be paid by the end of each quarter, or the parking permit may be revoked until the parking fines are paid.** No reimbursement will be given if the parking permit is revoked.
10. A student will be allowed to replace a lost or stolen parking permit **once** at a cost of \$20. The original permit will be voided & a new permit will be issued. If your permit is stolen, submit a report of the theft with the school office immediately.

Repeated violators may be towed at the owner's expense. Cars towed will be assessed a fine from Spokane Christian Academy in addition to fees charged by the other agencies.

I have read, understand, and agree to the Spokane Christian Academy and Spokane Christian Center parking rules as outlined above.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____