

Spring 2018

Dear Students and Parent(s)/Guardian(s),

The purpose of this letter is to inform you of the student parking permit application process for the 2018-2019 school year.

BEFORE YOU BEGIN, please refer to the “*Schedule for Purchasing Parking Permits*” on page 2. Also, please have the following information available; your student’s driver’s license number and the make, model and color of the vehicle they will be driving. If your student does not have their driver’s license yet, enter their instructional permit number. If you don’t know the vehicle information, enter “TBD” in the vehicle information section.

All student parking permits are purchased on-line using Activities FeePay. You can log into Activities Registration by clicking on this direct link: <https://edenprairie.feepay.com/>. Please note that this login information is not your Parent Portal login information. Locate your student name and the activities listed under that student. Scroll to the list of parking permit applications that are available. Select the application for the parking permit you want to purchase and add it to your cart. Complete the application. If you do not see the parking permit applications, refer to the “*Schedule for Purchasing Parking Permits*”. If you continue to experience technical difficulties, please call the Parent Help Desk at 952-975-7094. Prior to completing your purchase, parents and students must review and electronically sign the **EPHS Student Parking Permit Agreement/EPHS Parking Permit Regulations/Behavior Expectations (Agreement)**. Both drivers of a **shared** parking permit are responsible to review the **Agreement**; however, only the purchaser will need to agree on-line as part of the FeePay purchase. Once this is done, you can proceed to Check Out. Parents will receive an email confirming that their purchase was successful. This email confirmation will be proof of your parking lot assignment.

Parking Space Availability and Fee

- LOT A** (Located north of the high school) has 350 spaces available. The fee is \$350/year.
- LOT B** (Located adjacent to the Aerie Stadium) has 135 spaces available. The fee is \$350/year.
- LOT C** (Located east of the high school near the soccer fields and County Road 4) has 110 spaces available. The fee is \$200/year.

Schedule for Purchasing Parking Permits

The FeePay system will open for parking permit purchases as follows:

- April 27 – May 6** System will be live at 9:00 a.m. - Only current juniors will be allowed to purchase a parking permit for any lot with space available.
- May 7 – May 16** System will be live at 9:00 a.m. - Only current sophomores as well as current juniors will be allowed to purchase a parking permit for any lot with space available.
- May 17** System will be live at 9:00 a.m. - All students will be allowed to purchase a parking permit for any lot with space available.

Lot spaces will be filled as parking permit applications are processed on-line.

(If you experience technical difficulties, please call the parent hotline at 952-975-7094.)

Driver's License/Car

If you do not have a driver's license or a car but plan on getting either of them over the summer, you may still apply for a parking permit. However, if you purchase a parking permit but are unable to get your driver's license or a car and do not pick up your parking permit by the end of the 1st day of school, you may be required to forfeit your parking spot and receive a full refund.

Distribution of Parking Permits

Parking permits will be distributed in the Activity Center from **12:00 p.m.-6:00 p.m. on Monday, August 13th** and **7:30 a.m.-1:00 p.m. on Tuesday, August 14th**, when students pick up class schedules and have their pictures taken. When picking up parking permit, students must present a **valid driver's license (NOT an Instructional Permit)** and not have any school fines. Students who are unable to attend on August 13th or 14th, may park in their assigned lot the first day of school but **must** pick up their parking permit before school from 7:00 a.m. – 7:45 a.m. or after school from 2:35 p.m. – 3:30 p.m. in the Student Center South. Students who do not pick up their parking permit by the end of the 1st day of school may be required to forfeit their parking spot and receive a full refund.

Community Center/Round Lake Parking

Parking spaces at this location are available through the Eden Prairie Community Center. Their phone number is 952-949-8470.

Prairie Hill Evangelical Free Church Parking

Parking spaces at this location are available through the church. They can be contacted at mail@phefc.org.

Sincerely,

Bryan Logue
Dean of Students (Last names O-Z)
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