

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.cfsd.net/en/parents-students/school-cash-online>
 - a. Langham Creek students for the 2023-2024 school year will have access to the Parking registration form and must pay \$50.00 at the time of registration.
 - **Seniors will be able to purchase parking beginning on Thursday, August 3rd**
 - **Juniors will be able to purchase parking beginning on Tuesday, August 8th**
 - **Sophomores will be able to purchase parking beginning on Thursday, 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. Please be patient as this process can take several days.
3. **Parking permits will be distributed to all approved applicants on August 10th, 11th, 14th 15th and 17th (1-3 pm) each day.**
 - a. There are no assigned spaces this year, only assigned lots. The parking sticker will have a color which coordinates with the lot assigned, and each student will have a number assigned to him/her. Every effort will be given to honor your lot request. If the lot requested has sold out, parking lot assignments will be moved to the second requested lot choice (see Parking Lot Map for assistance).
4. **If you select the West Lot as your parking option, your vehicle must exit the lot by 3:00 p.m. daily so that band can practice.**