

Introduction to: Student Parking Permits



Student Parking Permits

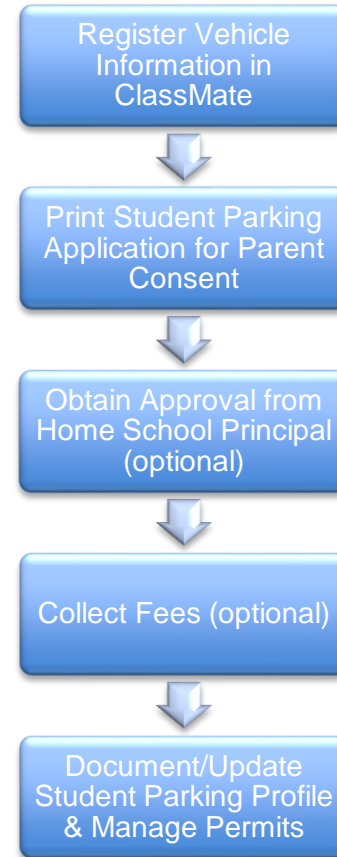
- Overview
- Module Assignment
- Student Parking Permits
 - Getting Started
 - Creating Profile/Registering Student Vehicle
 - Printing Student Parking Permit Application
 - Updating Approvals, Fees and Other Information
 - Rider Log/Memos
- Reports



Student Parking Permits

Overview

ClassMate offers the ability to create Student Parking Permits which allows a school to manage whose car is in the school parking lot during different times of the day. With this functionality, generate a Student Parking Permit application, obtain consent by the parent/guardian and Home School Principal, identify collection of any associated fees, update the Student Parking Permits module with pertinent information that will then display on the student parking permit report.



Student Parking Permits

Module Assignment

Administrative/Support Staff Modules

Category: Student Information

- Student Parking Permits (StuPark_M)

Report Assignment

Administrative/Support Staff Reports

Category: Student Information

- Student Parking Permits (prm_002)



Student Parking Permits

Getting Started

This module allows users the ability to create a Student Parking Application which can then be printed to collect signatures and permission from Parents & Sending School Principals. Once approvals have taken place and documented in the module, a complete Student Parking Permit can be printed and/or kept in the system for record keeping purposes.

Getting Started:

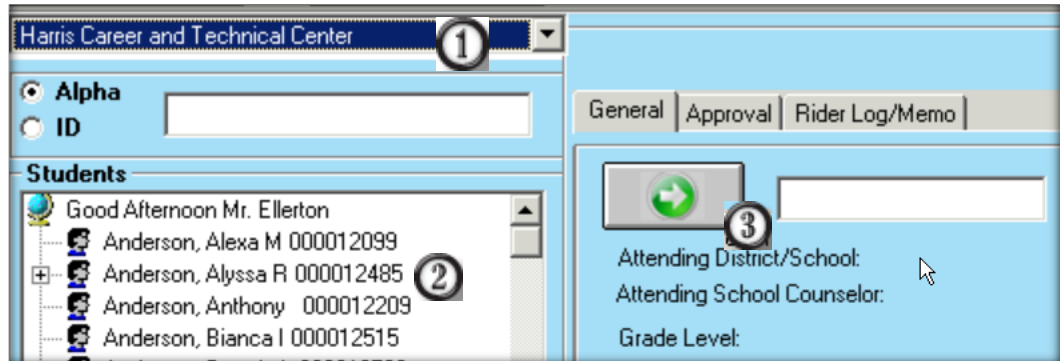
Double Click **Modules** > Double click **Student Information** > Click **Student Parking Permits**



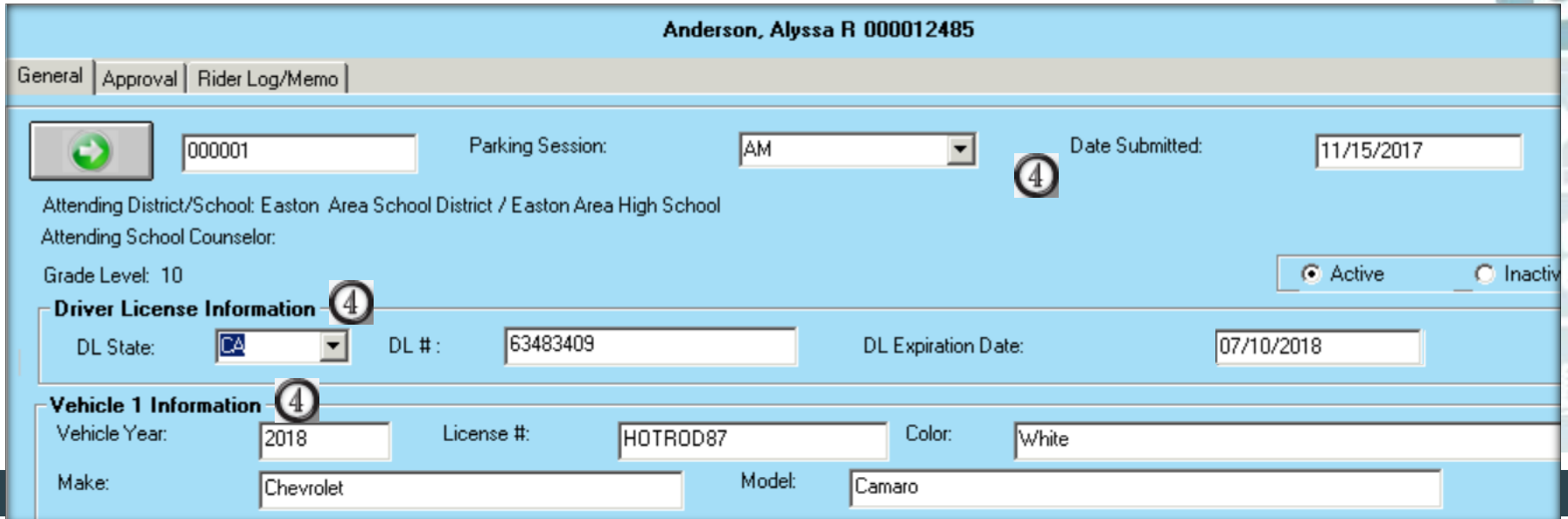
Student Parking Permits

Creating Profile / Registering Student Vehicle Information

- 1 Select the **Location** from the dropdown menu.
- 2 Select the **Student** by clicking on the Student name
- 3 Click the **Green Arrow button** to generate the next available Permit ID number. This ID can be adjusted.
- 4 Fill in Parking Session, Date Submitted Drivers License Information, Vehicle Information



The screenshot shows the software interface for creating a student profile. At the top, a dropdown menu is set to "Harris Career and Technical Center" (marked with a circled 1). Below this, there are radio buttons for "Alpha" and "ID". A list of students is displayed, with "Anderson, Alyssa R 000012485" selected (marked with a circled 2). To the right, there are tabs for "General", "Approval", and "Rider Log/Memo". A green arrow button (marked with a circled 3) is visible next to a text input field. Below the button, there are labels for "Attending District/School:", "Attending School Counselor:", and "Grade Level:".



The screenshot shows the software interface for registering a student vehicle. The student's name and ID, "Anderson, Alyssa R 000012485", are displayed at the top. Below this, there are tabs for "General", "Approval", and "Rider Log/Memo". The "General" tab is active. A green arrow button is visible next to a text input field containing "000001". To the right, there are labels for "Parking Session:" (set to "AM"), "Date Submitted:" (set to "11/15/2017"), "Attending District/School:" (set to "Easton Area School District / Easton Area High School"), "Attending School Counselor:", and "Grade Level:" (set to "10"). There are radio buttons for "Active" and "Inactive". Below this, there is a section for "Driver License Information" (marked with a circled 4) with fields for "DL State:" (set to "CA"), "DL #:" (set to "63483409"), and "DL Expiration Date:" (set to "07/10/2018"). Below that, there is a section for "Vehicle 1 Information" (marked with a circled 4) with fields for "Vehicle Year:" (set to "2018"), "License #:" (set to "HOTROD87"), "Color:" (set to "White"), "Make:" (set to "Chevrolet"), and "Model:" (set to "Camaro").

Student Parking Permits



Printing Student Parking Permit Application (optional)

Once the student Parking Permit Profile has been started, you can print out the Student Parking Permit to have the student take home for the parents to give consent and sign (this is optional). Then the student can take the Permit and bring it to their Home School to have the Principal sign (also optional).

Getting Started:

Double Click **Reports** > Double click **Student Information** > Click **Student Parking Permits**

Parking Permit Application
(Licensed Drivers Only!!)

Page N of M

SECTION A (Student Completes)

Student ID #:	000012485	Date Submitted:	11/15/2017
Student Name:	Alyssa R Anderson		
Student Counselor:			
Grade Level:	10	Program:	Cosmetology
Home School:	Easton Area School District		

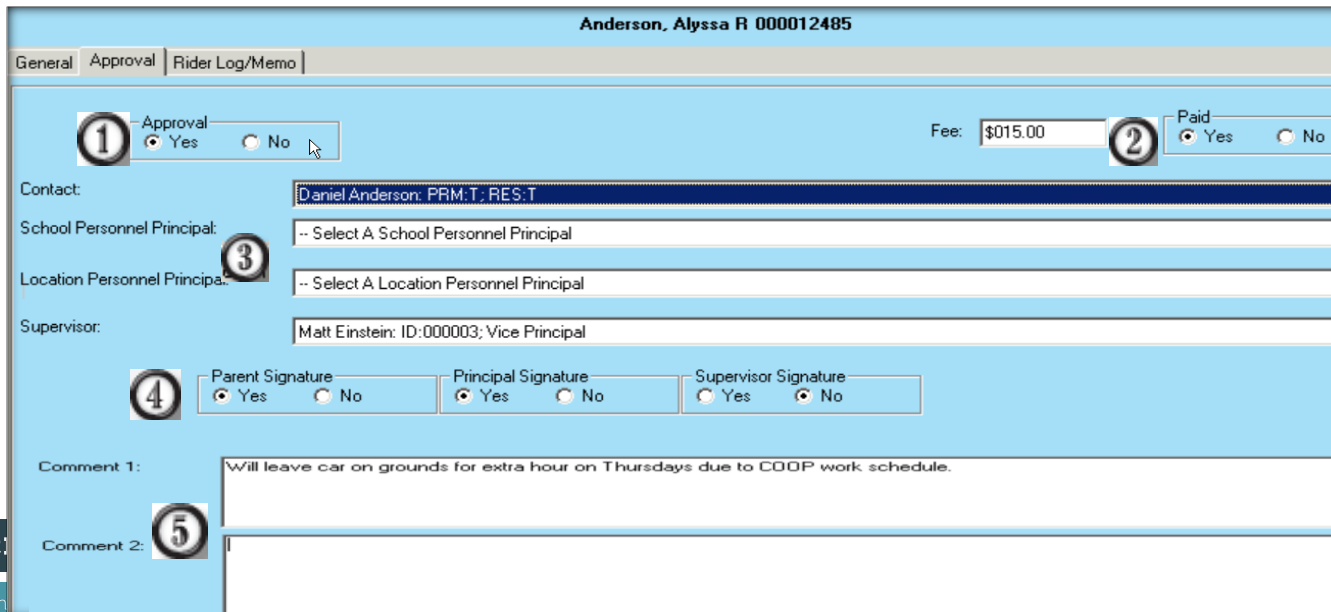


Student Parking Permits

Updating Approvals, Fees and Other Information

Once all approvals have been made and the associated fee is paid (optional) the information can be entered in the module and maintained.

- 1 Select YES if the student has received Approval to Park on campus
- 2 If there is an associated Fee, enter the amount and indicate if it has been Paid
- 3 Identify the Students Contact (which pulls from Student Contact Information), School Personnel Principal (which pulls from Personnel Management > School Personnel), Location Principal (which pulls from Personnel Management > Location Personnel), and Supervisor
- 4 Indicate which Signatures you have on file (on the original hard copy)
- 5 Any associated pertinent Comments can be entered in the 2 Comment boxes (optional)



The screenshot shows the 'Approval' tab of a form for student Alyssa R Anderson (ID: 000012485). The form includes the following fields and options:

- Approval:** Radio buttons for 'Yes' (selected) and 'No'.
- Fee:** Text input field containing '\$015.00'.
- Paid:** Radio buttons for 'Yes' (selected) and 'No'.
- Contact:** Dropdown menu showing 'Daniel Anderson: PRM:T: RES:T'.
- School Personnel Principal:** Dropdown menu with '-- Select A School Personnel Principal'.
- Location Personnel Principal:** Dropdown menu with '-- Select A Location Personnel Principal'.
- Supervisor:** Text input field containing 'Matt Einstein: ID:000003: Vice Principal'.
- Signatures:** Three sets of radio buttons for 'Parent Signature', 'Principal Signature', and 'Supervisor Signature', each with 'Yes' (selected) and 'No' options.
- Comment 1:** Text area containing 'Will leave car on grounds for extra hour on Thursdays due to COOP work schedule.'
- Comment 2:** Empty text area.



Student Parking Permits

Rider Log/Memos

You can keep track of rider information, that is any passenger that is brought to school with the student who holds the Permit, and/or any other Memos on the Rider Log/Memo tab. This is a running text field that can keep being updated.

- ⑥ Select the Rider Log/Memo tab
- ⑦ Type in any pertinent information related to this particular Permit



The screenshot shows a software interface with three tabs: 'General', 'Approval', and 'Rider Log/Memo'. The 'Rider Log/Memo' tab is selected and highlighted with a circled '6' icon. Below the tabs is a text input field containing the text 'Additional passenger: Joshua Kish, AM Session. Approved by Mother.' and a cursor. A circled '7' icon is positioned to the right of the text in the input field.



Student Parking Permits



Report

Once all required information is entered, you can run the full Student Parking Permit again, this time containing all information.

Double Click
Reports >
Double click
Student
Information >
Click **Student**
Parking Permits

Parking Permit Application
(Licensed Drivers Only !!)

Page N of M

SECTION A (Student Completion)

Student ID #: 000012485 Date Submitted: 11/15/2017
Student Name: Alyssa R Anderson
Student Counselor:
Grade Level: 10 Program:
Home School:

REASONS FOR DRIVING AND REQUIREMENTS:
Will leave car on grounds for extra hour on Thursdays due to COOP work schedule.

Vehicle Information: Year: 2018 Make: Chevrolet Model: Camaro
Color: White License Plate #: HOTROD87
Driver's License #: 63483409 DL Expiration Date: 01/01/1900 DL CA

SECTION B (Parent/Guardian Completion)

I fully understand and accept that driving a vehicle to the Harris Career and Technical Center is a privilege which can be revoked for just cause. I further understand that school bus transportation is available for all students attending the Harris Career and Technical Center; however, I feel that my son/daughter driving to school is a necessity.

I have reviewed the driving rules and regulations with my child and grant permission for my son/daughter to drive to the Harris Career and Technical Center.

Home Phone Number: (999) 258-0373
Work Phone (999)-
Parent/Guardian Signature: False

SECTION C (Home School Principal Completion)

Not Approved: Reason:
Approved: Y
Principal Signature: False
Technical School Supervisor Signature: False

\$ 15.00 Fee Fee Paid: Y



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