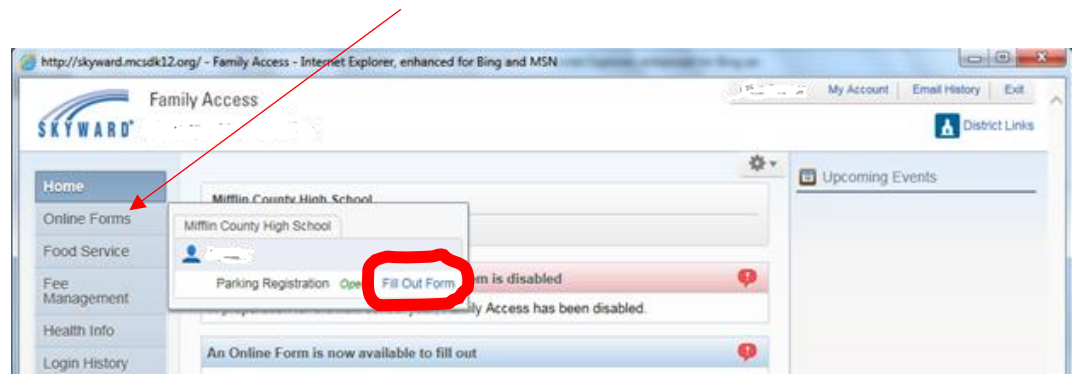


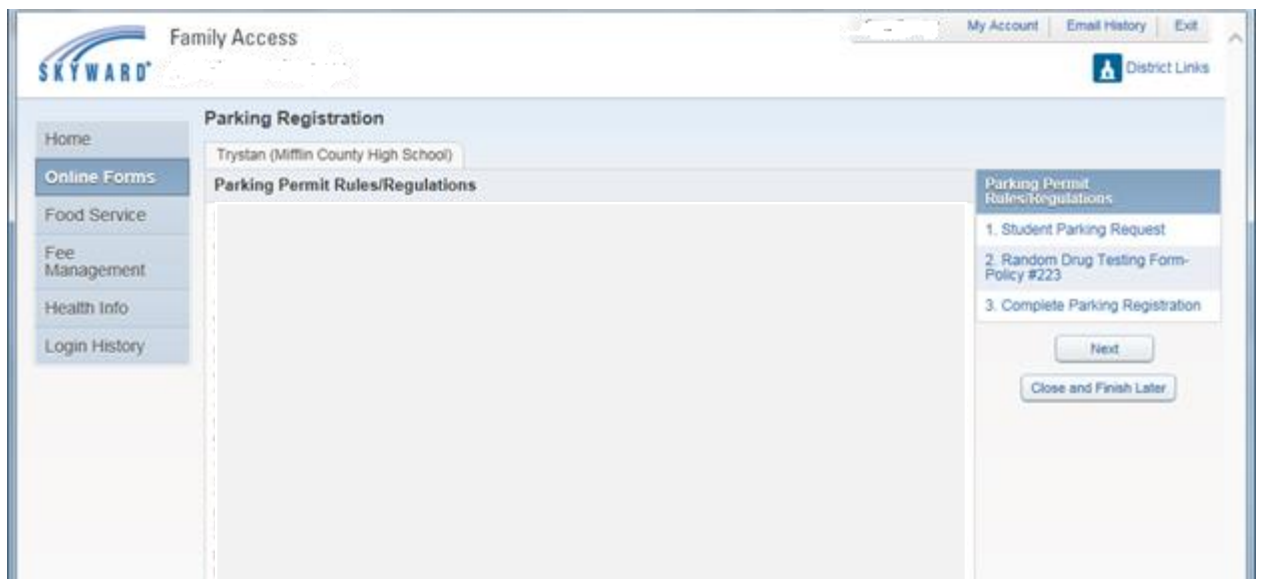
Skyward Family Access
MCHS Online Parking Permit Form

These step by step instructions will guide you through the process of completing and submitting an MCHS Parking Permit online form. This form can either be submitted online through Family Access or printed from the Mifflin County School District home page <http://www.mcscdk12.org/> and taken to the MCHS office.

1. Log onto Family Access by going to the Mifflin County School District home page <http://www.mcscdk12.org/>. If you do not have your Family Access logon credentials, please contact the MCHS Guidance Office. Note: Only a parent/guardian of the family in which the student resides with can complete the Online Form.
2. Once you logon, you will click the link called *ONLINE FORMS* under the HOME area, then click on *FILL OUT FORM*.



3. The parking permit rules and regulations will appear. Please read them carefully. If you have any questions, please contact the MCHS Office before continuing with this online process. You can click the "CLOSE and FINISH LATER" button, if you would like to wait until you have your questions answered before proceeding.



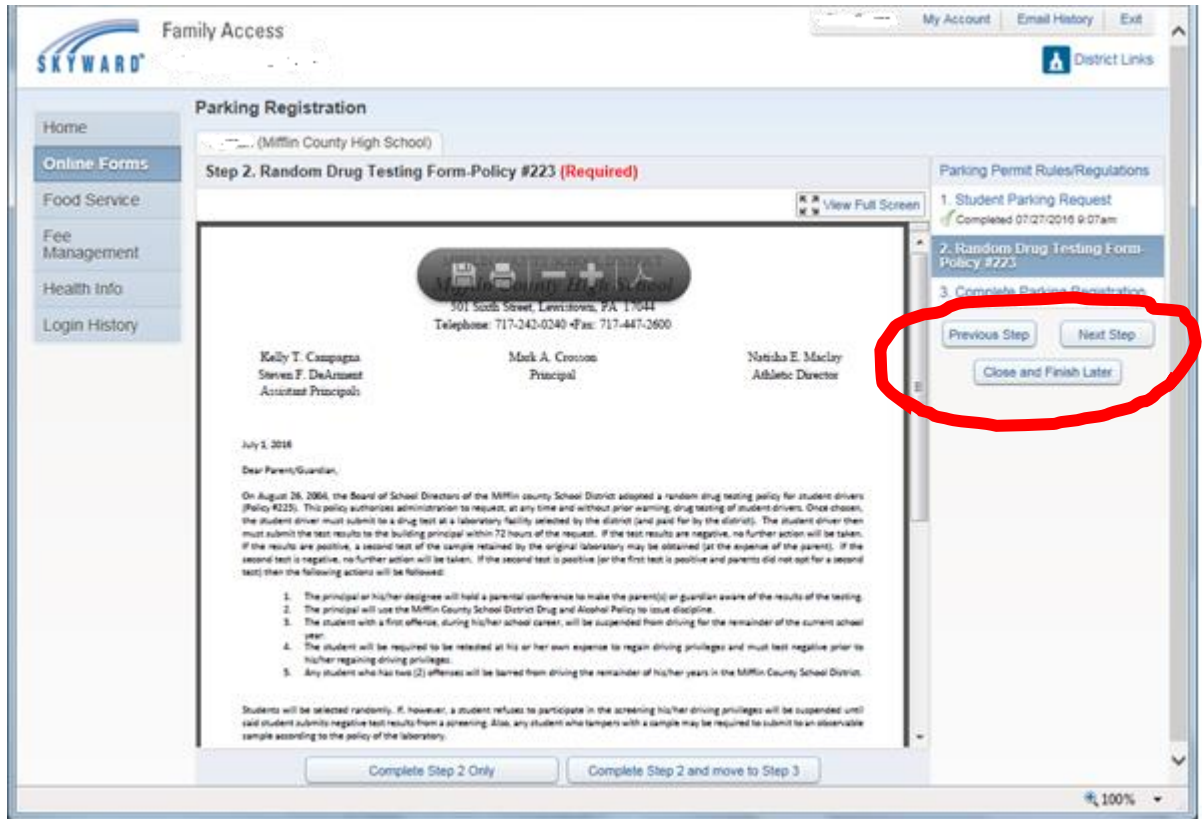
Skyward Family Access
MCHS Online Parking Permit Form

4. When you are ready, click the “NEXT” button to continue.
5. The actual Student Parking Permit Request form will appear. **Complete each field with valid information.**
6. Once completed, click the button at the bottom of the form to “Complete Step 1 and move to Step 2.”

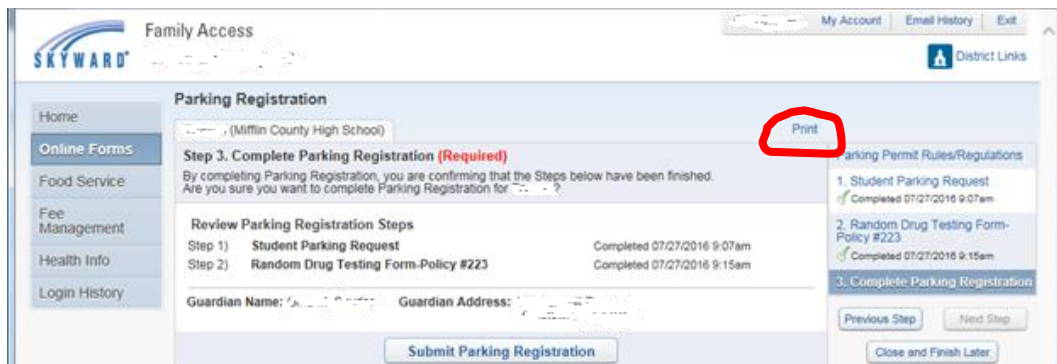
The screenshot shows the 'Mifflin County High School Student Parking Application' form within the Skyward Family Access portal. The form is titled 'Step 1. Student Parking Request (Required)'. It includes a sidebar with navigation options like 'Home', 'Online Forms', 'Food Service', 'Fee Management', 'Health Info', and 'Login History'. The main form area contains fields for 'Students Name', 'Grade for 2016-2017 School Year' (set to 11), 'Drivers License Number', 'Pass purchased for which lot?' (a dropdown menu), and 'Reason for Parking Request'. Under 'Reason for Parking Request', there are sections for 'Work' (Employers Name, Supervisor's Name, Phone Number) and 'School Activities' (Fall, Winter, Spring, each with a list activities field). A text area at the bottom is for 'Other Circumstance(s) That Require Driving To School (Explain Below)'. On the right side, there is a 'Parking Permit Rules/Regulations' sidebar with a list of steps: '1. Student Parking Request', '2. Random Drug Testing Form-Policy #223', and '3. Complete Parking Registration'. Navigation buttons include 'Print', 'View Full Screen', 'Previous Step', 'Next Step', and 'Close and Finish Later'. At the bottom of the form, there are two buttons: 'Complete Step 1 Only' and 'Complete Step 1 and move to Step 2'. The top right of the page has links for 'My Account', 'Email History', and 'Exit', along with a 'District Links' icon.

Skyward Family Access
MCHS Online Parking Permit Form

7. It is important that you read and understand the Random Drug Testing Form Policy #223. If you have any questions, please contact the MCHS Office before continuing with this online process. You can click the “CLOSE and FINISH LATER” button, if you would like to wait until you have your questions answered before proceeding. Otherwise, click the button labeled “NEXT STEP” button.



8. You can print the parking permit, by clicking the “PRINT” link. If you are paying by cash or check, it is important that you take a copy of this form to the office.



To complete this online form submission, you must click the “**SUBMIT PARKING REGISTRATION**” button.