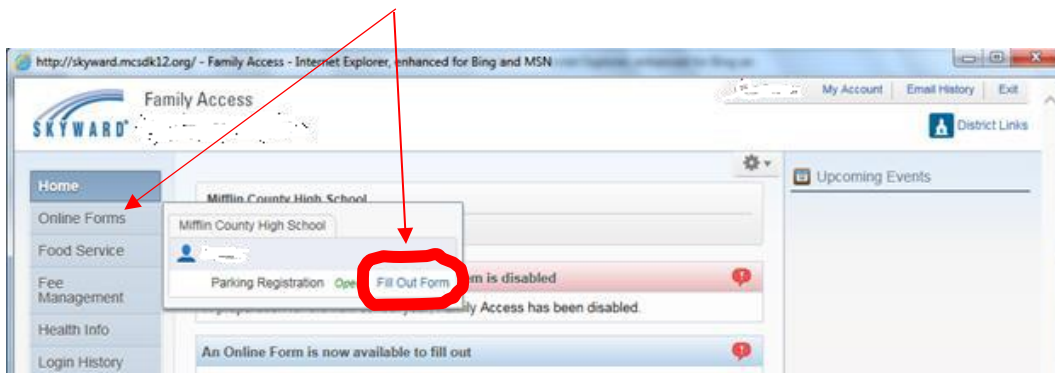


## Skyward Family Access MCHS Online Parking Permit Form

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.mcsdk12.org/> and taken to the MCHS office.

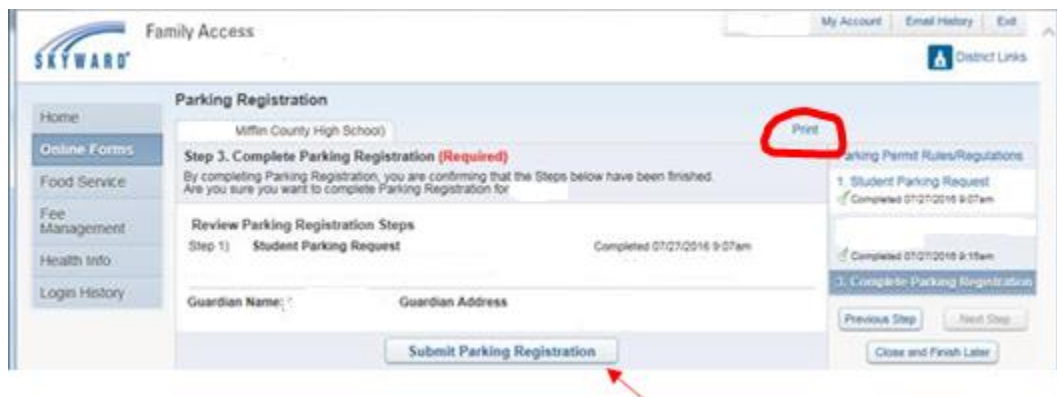
1. Log onto Family Access by going to the Mifflin County School District home page <http://www.mcsdk12.org/>. If you do not have your Family Access logon credentials, please contact the MCHS Guidance Office. Note: Only a parent/guardian of the family in which the student resides with can complete the 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.
4. When you are ready, click the "NEXT" button to continue.

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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.***”
7. 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.

The screenshot shows the 'Family Access' interface for 'Mifflin County High School'. The main heading is 'Parking Registration'. Below it, it says 'Step 3. Complete Parking Registration (Required)'. A message states: 'By completing Parking Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Parking Registration for'. There is a 'Print' link circled in red in the top right corner. On the right side, there is a 'Parking Permit Rules/Regulations' section with a list of steps: '1. Student Parking Request' (Completed 07/27/2016 9:07am), '2. Complete Parking Registration' (Completed 07/27/2016 9:15am), and '3. Complete Parking Registration' (highlighted in blue). At the bottom, there are fields for 'Guardian Name' and 'Guardian Address', and a 'Submit Parking Registration' button highlighted with a red arrow. Other buttons include 'Previous Step', 'Next Step', and 'Close and Finish Later'.

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