

April 1, 2016

Dear Junior and Sophomore students:

All students are required to have a parking permit in order to park on school grounds at the Almond campus. If you would like to be able to park at the **start** of the next school year in August, you will need to fill out the application on the back of this letter and turn it in to the Dean's office at the Almond campus or at the reception desk at the O'Plaine campus no later than **April 29, 2016**. **This will enable you to purchase your parking permit at registration and have it for the first day of classes.** Parking permits are sold on a first-come first-served basis.

The parking permit fee for the year is currently \$300 dollars which is **subject to change** for the 2016-2017 school year. **Payment will not be due until registration in August. Please be advised that all past due fines and fees must be paid in full prior to being approved for a parking permit.**

If you are unsure at this time whether or not you would like to purchase a parking permit for next year, if you will not have your driver's license until later in the year, or if you have yet to acquire a vehicle to drive to school, I encourage you to still submit an application at this time. Also if you would like to purchase a tag for the second semester only, or do not have school provided bus transportation, you should submit an application at this time as well. **If you apply now you are under no obligation to purchase the permit. You may withdraw your application if you change your mind at a later date.**

If you have any questions please contact Mrs. Lakins in the Dean's office at the Almond campus at 847-548-6646.

Sincerely,

Becky Belmont
Dean of Students