

Addison High School  
1 Colwell Street  
Addison, NY 14801

August 19, 2021

Dear Students & Parents/Guardians,

I hope you are enjoying your summer and have had some time for relaxation and fun with friends and family. The purpose of this letter is to share information related to driving as well as campus parking guidelines for the 2021-2022 school year. Due to ongoing construction on campus parking will be limited. Seniors may park the senior parking lot (See enclosed map). All student drivers must register their vehicles with the main office. Parking passes must be displayed in the vehicle at all times while parking on campus.

**Please note this does not give students permission to drive to and from the BOCES campus.**

Please review the criteria below and then sign and return the form to Samantha Havens in the high school main office. Once completed, a parking permit will be issued. Please note that if a student does not follow the guidelines listed, he/she may lose parking privileges on the middle-high school campus.

Campus Parking Criteria:

- Maintain a safe school zone speed at all times.
- **Avoid the bussing zone/bus loop during arrival and dismissal (7:30-8:00am; 2:50-3:05pm).**
- Exit the campus promptly when your day ends.
- Parking lot loitering is not permitted.
- Seniors park in senior lot C and all underclassman may park in the gravel lot next to 711 or in accordance with the village of Addison parking guidelines.
- Adhere to the code of conduct.
- Adhere to all driver traffic and safety laws.
- Be mindful of busses and do not pass when the red lights are on.
- Careless or reckless driving is not permitted.
- Student vehicles must be registered in the main office.
- Parking permits must be displayed at all times while parking on campus.

Thank you for your cooperation in supporting campus parking privileges while maintaining a safe arrival and departure from campus for all students and staff. If you have any questions, please do not hesitate to contact me at 607-359-2241 or via email at [astephens@addisoncsd.org](mailto:astephens@addisoncsd.org)

Sincerely,

Allison Stephens  
High School Principal

Student Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Plate Number : \_\_\_\_\_ Make/ Model of Vehicle: \_\_\_\_\_

Office Use Only

Issued on \_\_\_\_\_

Permit Number \_\_\_\_\_