



WSD PROCEDURE F4-P2

APPROVAL DATE: 4/1/2024



Superintendent Signature

PARKING TAGS

1. **Tags** will be purchased [here](#) by the DOM (District Office Manager)
 - a. 400 initial **staff tags**
 - b. 100 initial **temporary tags** (for volunteers, student teachers, etc.), a different color from permanent staff.
 - c. 100 initial **student tags**. A student who wishes to obtain a tag must submit registration, insurance, and driver's license.
2. **A Parking Request Google Form** will be added to the staff onboarding process. HR, DOM, and IT will convene to create this form by 3/30. DOM will keep track of this form and issue the tag.
3. **A google spreadsheet** will be kept by the DOM which will be updated when a staff leaves or when a new tag number is issued due to loss. Operations, Cathy (Copy Center), Alyssa (Attendance), Registrar, HR, IT, Facilities and DLO (District Liaison Officer) all have access to this spreadsheet and have it bookmarked for quick access.
4. Facilities, DLO, and SSC (School Safety Coordinator) will carry out **regular monitoring of tag use** in the parking lots and issue notices for repeat violations. Notices can also be purchased on the [same site](#) as the tags.