MONTGOMERY COUNTY PUBLIC SCHOOLS

Parent Request for Student Use of Private Vehicle

Office of District Operations
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

STUDENT INFORMATION

Last Name _____ First Name_____ MCPS Student ID:_____

Address_____ Distance to School _____

(nearest tenth mile)

Birthdate ____/____/_____ Grade ____ Student's Dismissal Time ____:____ ☐ a.m./ ☐ p.m.

School Name_____ School #_____

Phone Numbers: _____-_____-_____ Emergency _____-_____-_____ Driver's License # _____

Make, Model, and Year of Vehicle	State and License Tag #	Color	Is Vehicle Insured		Name of Insurance Company	Name of Legal Owner
			Yes	No		

I hereby request permission for the above named student to drive a private vehicle to school. I understand that there is a non-refundable fee, payable to the school, upon approval of this request. Fees are approved by the Board of Education and paid at a rate of $37.50 per semester, $75 per year, or $25 per season, as determined by the school administrator, plus a processing fee.

Permission is requested for the following reasons _____
_____
_____

*I understand that violation of **law and/or** school regulations governing driving may cause revocation of this privilege. I further understand that owners or operators of vehicles might incur certain legal responsibilities when other persons are transported as passengers. I also understand that if I need to drive another family automobile, I will register the car in the school office in order to park it on school grounds or be subject to ticketing and/or towing at my expense.*

I agree that by typing my name and today's date below, and submitting this form by electronic mail, I am intending that the below constitutes and is the equivalent to my personal signature.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ Date ____/____/_____

Student Signature_____ Date ____/____/_____

TO BE COMPLETED BY SCHOOL

☐ Approved: ☐ Semester 1   ☐ Semester 2   ☐ Full Year   ☐ Seasonal _____

☐ Not Approved Reason: _____
_____

Principal/Designee Printed Name _____

Principal/Designee Signature _____ Date ____/____/_____

Parking Space Number Assigned_____ Parking Permit # _____

Permit Issued By: Print Name _____ Initials _____ Date ____/____/_____

DISTRIBUTION: COPY 1/School; COPY 2/Retain

Register for SchoolCash Online today
It's fast, easy & free
Activate an account today so you will be notified via email and pay for your child(ren)'s school activity fees online.

How to register

- Go to https://mcpsmd.schoolcashonline.com/ and click **Register**. Then, click the Green button **"Use your MCPS Parent/Guardian Account"**

  - Sign in with your MCPS Parent/Guardian Account login. If you haven't registered with it yet, follow these steps:

    - Click "Sign Up now"

    - Enter the email address you have on file at your child's school (e.g., ParentVUE email)

    - Click the "Send verification code" button

    - Enter your verification code from your email and click "Verify code"

    - Create your password for the account.

    - Enter First and Last name in the appropriate fields

    - Click the "Create" button

    - Go back to https://mcpsmd.schoolcashonline.com and sign in with the email address on file and the password you created

- Answer "Yes" to receive email notifications of new school-related fees assigned to your student.

How to add children to your account

- Sign in to **SchoolCash Online**: https://mcpsmd.schoolcashonline.com/.

- At the top of the page, navigate to **My Account**.

- From the dropdown menu, select **My Students**.

- Click to add a child:

  - Type your school board name.

  - Choose your school from the list.

  - Enter your child's details, along with the PIN provided to you via email or mail.

  - Click **Confirm**.

  - *If you cannot find your student's PIN please send an email to: communitytechsupport@mcpsmd.org.*

How to make a payment

- Select the item which you would like to purchase & click **Add to Cart**.

- Once you have finished adding items to your cart, always review the cart.

- Click **Continue** to make a payment.

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