



2024-25 Wake Forest High School Parking Pass/ Off-Campus Lunch Pass Key Information

Parking is a privilege offered to Juniors and Seniors until all student spaces on campus are sold. Based on parking availability, decisions regarding Sophomore parking will be made mid-year.

- The first round of **WFHS Parking Passes** is available for **online purchase**:

Space numbers will be selected through the application lottery process during Parking/Lunch Pass Distribution Dates.

- **Juniors and Seniors Only!** - the application will be open from Monday, July 15th, at 8:00 am through Tuesday, August 13th, 2024.
- Parking pass applications will be processed on August 13th, 14th, and 15th, 2024. Any application received after August 14th will be processed after August 28th. **No parking passes will be sold or picked up on the first day of school.**
- If you miss the online deadline, students may submit completed applications to the WFHS Main Office on August 14th, 2024. All payments for parking passes must be made online.
- After completing online registration and payment, students can pick up their parking passes on the designated distribution dates. Students must have the required copies and completed notary forms.

****All steps must be completed before the paperwork can be processed.****

Step 1: Complete the online parking questionnaire and registration form using this [link](#).

Step 2: Print, complete, sign, and notarize the Parking Rules/Policies Notary Form. A link to this notary form is located on the online parking questionnaire.

- Before submission of the Parking Rules/Policies Notary Form, a parent or guardian must sign this document in the presence of a Wake Forest HS school official **OR** a Notary Public.
- If you choose to come in and sign in the presence of a Wake Forest HS school official, please see the schedule at the bottom of this crucial information sheet. **Parents and Guardians must bring a valid Photo ID with them.**

Step 3: Make a photocopy of a valid NC driver's license and vehicle registration(s) for the vehicle(s) submitted on the questionnaire form. **We will not make copies for you!** You may register up to two vehicles.

Step 4: [Pay online](#) (\$208.10) for the 2024-25 parking pass. You must clear all outstanding fees and fines. (Note that you will need to register for an account using your student's ID number the first time, then log in with your self created username/password for all school payments moving forward.)

Step 5: Completed paperwork can be mailed to the address below or dropped off at the WFHS Main Office from July 15th through August 14th. Mailed paperwork must be postmarked by August 9th to be

eligible for the first round of parking passes. Due to our limited summer hours, we encourage families to take advantage of the option to send paperwork via USPS.

**Wake Forest High School
420 West Stadium Road
Wake Forest, NC 27587**

Rules will be enforced, and violations are subject to fines as follows:

- 1. \$5.00 -- (1) No parking tag
(2) Not parking within the lines
(3) Vehicle not registered to the space/tag**
- 2. \$10.00 -- (1) Parking in any space other than the assigned space**

No Paperwork will be processed from August 16th to August 27th.

1st Round of Lunch & Parking Pass Pick Up:

*** These dates are for those with paperwork postmarked by August 9th or dropped off by August 15th.*

August 13th, 14th, and 15th

Distribution Hours

8:30 am-12:30 pm

12:30 pm-2:30 pm

**Off Campus Lunch Pass Directions continue below.*



2024-2025 Wake Forest High School Off-Campus Lunch Pass

- **Juniors and Seniors Only!** - the application will be open from Monday, July 15th, at 8:00 am through Tuesday, August 13th, 2024.
- Off-Campus Lunch Pass applications will be processed on August 13th, 14th, and 15th, 2024. Any application received after August 14th will be processed after August 28th. **No Off-Campus Lunch Passes will be sold or picked up on the first day of school. Students may not go off campus for lunch until they have properly secured a pass.**
- If you miss the online deadline, students may submit completed applications to the WFHS Main Office on August 14th, 2024. All payments for lunch passes must be made online.
- After completing online registration and payment, students can pick up their lunch passes on the designated distribution dates. Students must have the required copies and completed notary forms.

****All steps must be completed before the paperwork can be processed.****

Step 1: Complete the online Off-Campus Lunch Pass questionnaire using this [link](#).

Step 2: Print, complete, sign, and notarize the Off-Campus Lunch Notary Form. A link to this notary form is located on the online Off-Campus Lunch Pass questionnaire.

- Before submission, a parent or guardian must sign this document in the presence of a school official **OR** a Notary Public.
- If you choose to come in and sign in the presence of a Wake Forest HS school official, please see the schedule at the bottom of this crucial information sheet. **Parents and Guardians must bring a valid Photo ID with them.**

Step 3: [Pay online](#) (\$15.70) for the 2024-25 lunch pass. You must clear all outstanding fees and fines. (Note that you will need to register for an account using your student's ID number the first time, then log in with your self created username/password for all school payments moving forward.)

Step 4: Completed paperwork can be mailed to the address below or dropped off at the main office from July 15th through August 14th. Mailed paperwork must be postmarked by August 9th to be eligible for the first round of parking passes. Due to our limited summer hours, we encourage families to take advantage of the option to send paperwork via USPS.

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** If you are purchasing a parking pass, you can include the lunch pass with the parking pass paperwork.

**Lunch passes will only be issued if the proper paperwork has been completed and received.

No Paperwork will be processed from August 16th to August 27th.

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