



Sacred Heart-Griffin High School

1200 West Washington Street • Springfield, Illinois 62702-4794 • (217) 787-1595 • Fax: (217) 787-9856

Dear Students and Parents:

As a safety precaution and to help alleviate the parking difficulties in the area, all students who will be driving themselves to school are required to register their car with the Dean of Students. The form needs to be filled out and a \$10.00 registration fee must be attached. Parking tags will be issued for all cars, and must be displayed on the rear view mirror.

All students will be required to park in their assigned parking spaces. The Seniors, that are eligible, will be in a drawing for spots in the Senior lot. **If you receive a spot in the Senior lot, an extra \$10.00 fee will be assessed in addition to the \$10.00 registration fee.** Since there are not enough parking spaces for all the Seniors on this lot, Seniors will also have the option of parking in designated areas on the streets. Juniors and Sophomores will use the parking spaces at West Campus. Students are reminded that the space is assigned to them and permission must be received from the Dean of Students for that space to be used by another student. Failure to follow parking policies will result in a detention for the first violation, a detention and \$20.00 fine for the second violation. Any subsequent violations will result in a detention, \$20.00 fine and one day of in-school suspension.

Seniors must fill out and return the car registration form by July 1 so that parking tags and places in the Senior lot can be assigned by orientation day. The forms can either be mailed or dropped off in the Main Office. No application will be processed without the \$10.00 fee.

I hope you are having a great summer and am looking forward to seeing you in the fall.

Sincerely,

Dean of Students