

**Cypress Springs High School
Parking Permit Registration Instructions**

1. Students wishing to park on campus must register online using the registration form located through the School Cash Online account. <https://cypress-fairbanksisd.schoolcashionline.com/>
 - a. Students officially classified in 11th or 12th grade for the 2018-2019 school year will have access to the registration form and must pay \$50.00 at time of registration.
 - b. Using the Google Chrome or Mozilla Firefox browser, sign up for a “School Cash Online” account, if you don’t already have one. Once into your account, click on the name of the student wishing to park on campus and fill out the form completely.
 - c. Upload a photo of the student’s valid Texas Driver’s License.
 - i. **Driver Permits are not accepted.**
 - d. Upload a photo of proof of insurance.
 - i. Insurance **must be valid** the day of submission.
 - ii. Should insurance expire BEFORE the first day of school, you must resubmit valid insurance to the AP office ASAP.
 - iii. Insurance **must cover the exact car** that is listed on the registration form.

If the image size is too large please use the following methods to resize the image:

Right click on the image file, select ***Open with***, select ***Paint***

Select ***Main Menu***; item image; ***Stretch/Skew...*** change the horizontal and vertical percentages to **25**

Select the main menu item ***File>> Save As*** to save the resized image

Or use the ‘**AutoResize**’ app. This is a free app available through the iTunes app store.

2. You will receive a confirmation email once your application has been completed and paid in full. If there or any issues with your application, you will be contacted.
3. Approved parking permits will be disturbed August 23rd and August 24th 8 am -1 pm.