



THREE VILLAGE
CENTRAL SCHOOL DISTRICT

The mission of the Three Village Central School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.

Alan L. Baum, Principal
Ward Melville High School

August 2011

Dear Seniors:

I trust that this letter finds you well and looking forward to the excitement of your senior year at Ward Melville. The information below outlines our student parking regulations and the procedures you must follow in order to obtain a Student Parking Permit. In order to be eligible to receive a Ward Melville High School Parking Permit, you must be a senior with a valid Class D New York State Driver's License.

In order to obtain a Ward Melville High School Parking Permit, students and parents must complete the Parking Permit Application & Contract available online at <http://www.threevillagecsd.org>. Go to the high school website and find the information under "IMPORTANT PARKING INFORMATION FOR STUDENTS."

THE COMPLETED PACKET MUST CONTAIN:

1. A completed and signed Parking Permit Application and Student Contract.
2. Two photographs of your vehicle (one clear color photo of the front of the vehicle displaying the license plate and one clear color photo of the driver's side of the vehicle).
3. A copy of your valid Class D New York State Driver's License.
4. A copy of your current Insurance Certificate.
5. A copy of your current Vehicle Registration.

Student parking is limited to the student parking lot only, which is located behind the tennis courts on the north side of the school. This is the **ONLY** area that students may park in. All other areas are off limits for student parking. **Students not parking in the student parking lot will have their parking privileges revoked.**

Student parking permits are valid for the first semester only. New parking permits will be issued for the second semester. Students who park on campus without a valid parking permit or in an unauthorized area will be **ineligible** for future parking permits.

Assistant Principals: Mary Castiglie, Paul Gold, Michael Owen
Dean: Jacquelyn Murolo

380 Old Town Road ■ East Setauket, New York 11733-3499 ■ Telephone: 631-730-4900 ■ Fax: 631-730-4901

Neil Lederer, **Interim Superintendent of Schools**
Assistant Superintendents: Cheryl Pedisich, Educational & Pupil Personnel Services ■ Jeffrey Carlson, Business Services
Gary B. Dabrusky, Ed.D, Assistant to the Superintendent for Human Resources

Student Parking Permits will be issued on the following dates
in the Student Parking lot:

Thursday, August 25th – 7:30 a.m. to 10 a.m.
for students whose last names begin with A through M only

Friday, August 26th – 7:30 a.m. to 10 a.m.
For students whose last names begin with N through Z only

**After the beginning of school, Student Parking Permits will be available
After School – in the Gym Lobby**

**Student Parking Permits will be issued to eligible students only.
Parking Permits will not be issued to parents or other individuals.**

Please Note: Any senior not in good academic standing (fails any course, (quarter or final grade), receives a Loss of Credit for any course, or violates the Code of Conduct or School Parking Regulations may have their student parking privileges revoked for the remainder of the school year. Parking on the campus of Ward Melville High School is a privilege granted to many seniors. Please take this privilege very seriously and enjoy the benefits derived from doing well in school and using good judgment driving to and from school. Your health, safety and academic success are our utmost concerns.

Sincerely,

Michael Owen

Michael Owen
Assistant Principal

MO/ab