

September 23, 2020

Dear Parents and Students:

Each year, many of our High School Seniors and some Juniors exercise the privilege of driving to Metuchen High School. Driving to school is a privilege which we offer to our licensed students, and we have a number of practices in place to ensure that traffic safety laws are met and students who drive do so safely and with respect toward vehicle registration, insurance, and licensing laws. In order to receive a parking placard, licensed students must complete a student driver registration document and provide copies of their license, car registration, and insurance card.

Due to COVID-19, we have been forced to change the way that we collect these documents in order to keep all students and main office employees safe. While some of you may have already completed the student driver registration form on genesis, no one has yet to submit the required documents due to the fact that school has not yet met in person. In order to streamline and simplify the driver registration process and in order to create a contact-less document drop off, we have created a google form in which you will upload images of your needed documents rather than drop them off in person.

Upon receipt of this email, every parent of a student who will be driving to school starting on October 1 must go into Genesis and complete the new driver registration form and upload copies of the three documents listed above. This must be done even if you have already completed the driver registration form this year prior to today. No copies of documents will be collected by hand in the main office. The new form, launched today, will allow you to submit your documents safely while maintaining all social distancing guidelines. Once all documents are received, parking placards will be available from the main office of Metuchen High School between 8 am and 3 pm utilizing a no-contact pick up method. Students will receive an email from Mrs. Nicholls to their student email address telling them their placard is ready to be picked up. Students should bring a photo ID to the main office to pick up their placard, which will be in a clearly labeled, sealed envelope on a table spaced safely away from office employees.

Thank you for your understanding and assistance as we continue to work to make adjustments to our daily operating procedures due to COVID-19. These simple steps will help to maintain a healthy educational environment for all MHS Students and staff.

*Brian Stike*

Assistant Principal  
Metuchen High School