Teaching/Lab Assistant Parking Permit Request (TA2/LA2)

A teaching or lab assistant, level 2 (TA2/LA2) may be permitted to apply for a TA parking permit, which will allow students to park in a special designated TA parking area. Teaching and Lab Assistants must be actively engaged in teaching to receive a permit. This means that you must be in class, lab, or other such place at a specific time to interact with students.

NOTE: COGS receives a limited number of permits each year. Permits are allocated to TA2, LA2s first, then TA1, LA1 next. Permits are issued on a first come, first serve basis.

<table>
<thead>
<tr>
<th>Name</th>
<th>Eagle ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hired by (Department)</td>
<td></td>
</tr>
<tr>
<td>Semester(s)/Year Requested</td>
<td>Fall _____ Spring _____ Summer ______</td>
</tr>
</tbody>
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*Your Department must first submit hiring paperwork before you will be added to the Parking List

**COGS Use:** Record Number: ___ Term(s): ___ GTA Level ___ Permit #: ___

**Student Agreement:**
I hereby agree by signing this form:
✓ that I will only use the Teaching Assistant Parking Permit during teaching hours;
✓ I will wait until I am notified by COGS that I have been approved for a parking permit to proceed to the Office of Parking and Transportation to purchase;
✓ I understand that submitting this request does not guarantee a permit;
✓ I understand that I will be notified by email if this permit is approved

Student Signature: ___________________________ Date: __________

**Department Agreement:**
I hereby agree by signing this form:
✓ I have informed the student to not proceed to the Office of Parking and Transportation until they have received email confirmation from COGS;
✓ I have explained that submitting this request does not guarantee a permit;
✓ This student is a TA2 or LA2 and actively engaged in teaching
  ** If this student is NOT a TA2 or LA2, please indicate why a permit is being requested:

Department Signature: ___________________________ Date: __________

Updated 2/2020