

## Driver Education Student Enrollment Card INSTRUCTION SHEET

State Department Public Safety (DPS)

State Department of Education (SDE)

**Note:** Access this form on our Web site: <<http://ok.gov/sde>>: “Site Index link (Home page) > D > Driver Education”

- Keep Enrollment/Completion Cards in a ~~secured area~~ not accessible to students.

“ILLEGAL DISTRIBUTION OF ENROLLMENT (green) CARDS CAN RESULT IN PROSECUTION”

- **Issue cards at any time during course, but no earlier than first day of class. Fill out ONLY the “Enrollment” side of the card at this time.**
- Issue in **numerical order** by the red ID number on card.  
**Record** card ID numbers:
  1. At bottom of this form in appropriate semester.
  2. On your student roster form next to student’s name.
- Print all information and signatures legibly in **ink**. Student name on the card must be written **exactly as it appears on birth certificate**. DPS will not issue permit unless the name on the card and the birth certificate name are exactly the same.
- **A student who loses a card** may be issued a replacement card by recording the new card’s ID number next to that student’s name on the same student roster.
- When a student completes and passes the Driver Education (DE) course, the instructor **then** fills out the “Certificate of Completion” side of the card for any auto insurance purposes. **Do not fill out “Certification of Completion” side of card until after the course is completed.**
- The following forms are **required to be in the driver education vehicle during course** instruction: (1) SDE and DPS approved Instructor Certification, Assurance, and Permit (ICAP) *pink copy*; (2) completed student roster; and (3) DE Permit.

**WHEN A STUDENT IS READY TO TAKE A WRITTEN DPS EXAM FOR A LEARNER’S PERMIT: (Minimum Age 15 1/2)** The student must take the Enrollment (green) Card, completed Documentation of Enrollment Status, Documentation of Reading Proficiency, and certified Birth Certificate to the DPS Examiner (any location). If the documents are valid and the age requirement is met, the student will be eligible to test for a Class D Restricted Learner’s Permit (requires a licensed driver at least **21 years of age** to be in the front seat with student). NOTE: Only the “Enrollment” side of the card needs to be completed for the DPS exam.

**Reminder:** Driver Education Student Enrollment Cards are still required by DPS and SDE.

### \*OFFICIAL RECORD OF CARD ISSUANCE

<u>Lowest Card ID #</u>	<u>Highest Card ID #</u>	<u>Semester / Session</u>	<u>Month / Year</u>
_____	to _____	Summer Session I	_____
_____	to _____	Semester I (fall)	_____
_____	to _____	Semester II (spring)	_____
_____	to _____	Summer Session II	_____

**\*Regional Accreditation Officer will review this data at the end of the fiscal year.**

*KEEP THIS COMPLETED FORM ON FILE AT YOUR SCHOOL SITE.*

(DUPLICATE blank copies as needed.)