



Dear Superintendent:

Enclosed are additional “Certificate of Enrollment/Completion” (green) cards and the “Student Enrollment Card Instruction Sheet” for your school district. **Please immediately forward the envelope contents and a copy of this letter to each driver education instructor.** Any green cards left from previous courses should be used first. Retain all remaining cards after this semester/session for use in future driver education courses in your district; ***do not destroy green cards.*** Due to the restricted dissemination of these cards, **security must be maintained.** Cards are in numerical sequence for controlled issuance. Superintendents and instructors are responsible for complying with all card issuance instructions. Refer to the enclosed instruction sheet for important details.

Note: Internet Access: If more copies are needed of the “Student Enrollment Card Instruction Sheet” or any other driver education forms, they can be found on our Web site: < <http://www.ok.gov/sde/>>.

An original “blank” student roster should be maintained to make copies as needed (see Web instructions in the above paragraph). **Note:** It is necessary to **attach a copy of the student roster(s) and driving schedule(s)** to the *Application for Prior Year Reimbursement* . A roster(s) must be attached to the original application and your district file copy. Retain a copy of all driver education forms for your district’s Regional Accreditation Officer (RAO) to verify at each school site.

As a reminder, three forms are required by the State Department of Education (SDE) and the Department of Public Safety (DPS) to be in the driver education vehicle during course instruction:

1. An approved Instructor Certification, Assurances, and Permit (ICAP) form with required signatures of SDE and DPS officials
2. Student roster for current semester/session, completed and signed
3. Driver Education Instructor Permit issued through DPS

If you have questions regarding Driver Education, please call Teresa Nguyen or Kelly Thompson in the State Aid Section at (405) 521-3460.

Sincerely,

Renee McWaters
Executive Director of State Aid
Financial Services

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