



JOY HOFMEISTER

STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

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 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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