



TEEN PROCESS and Policy Statement

Student Name _____ Course # _____

1. Register

Select the course and package that works best for you and call: **309-452- SAFE (7233)**

Note: A \$100 deposit is required to reserve a place in any class.

2. Get Forms Signed

The following THREE Registration Forms are needed by the first day of class.

- **Teen Driver Education Program Enrollment** (included in packet)
Student's information with parent and student's signatures.
- **Teen Policy Statement** (this form)
Information regarding teen program process
- **Driver Education Approval Form** (included in packet)
Signed by parent, student and high school official stating that the student has passed 8 courses in the past two semesters

3. Get Permit

Students may obtain a permit once they are 15 years of age, have enrolled in a drivers' education program and completed four hours of classroom instruction. Students will be prepared in class for their permit test during the first six hours of class, and will need to go to the Department of Motor Vehicles (DMV) to take their permit test. The student will receive two parts to the permit, and the **EXAM RECEIPT is not valid for driving purposes**. Forms and Identification needed for obtaining a permit are listed below:

- Proof of Name and Date of Birth - Certified copy of birth certificate or a valid passport. (Hospital birth certificates or photocopies **will not be accepted**)
- Proof of Residency - School ID, transcript, bank statement or parent's driver's license.
- Proof of Enrollment in Drivers Education Class
- \$20 fee (Permit replacement fee is \$5 and you must bring above identification to the DMV)

4. Class Process/Balance Payment

Classroom instruction will be given in 15, two-hour sessions, during a minimum period of four weeks, with no more than one session a day.

Materials: Students must bring a notebook and pen/pencil to class for taking notes. Books provided in the classroom are for **classroom use only**.

Note: Vandalism to any materials provided by Fisher Driving School will result in immediate dismissal from the class and forfeiture of the tuition. Extra charges will be added for vandalism to any Fisher property for replacement of materials.

Conduct: All students are expected to conduct themselves in an orderly manner. If a student causes any disruption of the class, parents will be called. If the misbehavior continues, students will be removed from class and no refund will be given. Appropriate school dress is required. Cell phones must be turned off and put away. If not, phones will be taken and parents will have to pick them up. No food, drink, gum or candy is allowed in the classroom unless given permission by the instructor.

Absences: All students are required to sign in at the beginning of each class and be on time. Failure to sign in or excessive tardiness (over 10 minutes) will result in an absence. Any absence must be made up to pass the class and meet the 30-hour state requirement.

Balance: The remaining balance must be paid no later than one week after the first day of class, unless previous arrangements have been made and agreed upon with the main office. Failure to pay tuition within the allotted time will result in a \$25 late fee added to the remaining balance.

5. Schedule Driving

Students may be scheduled for a behind-the-wheel lesson after they attend a minimum of 6 hours of classroom instruction and obtain an instruction permit from the Secretary of State (Students must have their instruction permit **IN HAND** in order to take their driving lesson). For the six-hour package, observation is scheduled with each hour of behind-the-wheel time. Generally, two students are grouped together for two hours of in-car instruction. Each student spends one hour driving and the other observing. Students who register for the 8-hour package will receive individual instruction, which will waive the observation time.

Canceling BTW Appointments: Students who need to cancel driving appointments must do so through their instructor or the main office. All cancellations must be made at least 24 hours before the scheduled drive time. Failure to give **at least** 24 hours notice of cancellations will result in a \$25 cancellation fee and all driving times will be suspended until payment is received.

*Note: All students must have their Instruction Permit **IN HAND** in order to take their driving lesson. If the permit is not **IN HAND**, the drive will be treated as a cancellation and the student will be charged the full cancellation fee.*

6. Double Check Your Requirements are Met

Once you complete the in-car phase of the course, you should check to make sure there aren't any incomplete portions of your driver's education class. (These could include missing forms, tuition or cancellation fees owed, incomplete makeup work or failed tests.)

7. Blue Slip

Blue Slip requests will be processed once the following requirements are met:

- All classroom instruction is completed, including all make-up work. (If completed at another school, needs to be documented w/ date completed, letter grade and signature of school official)
- Tuition is paid in full.
- All three registration forms are signed and on file in the main office.
- All behind-the-wheel and observation time is completed (If completed at another school, needs to be documented w/ date completed, letter grade and signature of school official)

8. Get your License

When obtaining a license, a student **must** have the following items:

- Letter from the Secretary of State stating completion of a valid driver's education program. (Certificate of Completion/Blue Slip)
- Instruction Permit
- 50 Hour Log (Road Test Documentation) with parent/guardian signature
- Certified birth certificate
- Proof of Residency
- Signed Social Security Card
- Students must hold their permit for 9 months from date of issue to be eligible for a driver's license

By signing below, I, _____, indicate my understanding of the rules and regulations listed above and agree to participate in the Fisher Driving School driver education program for teenagers. I promise to respect myself, my instructors, my fellow students, the equipment and materials provided for my use by Fisher Driving School. I agree that my failure to abide by the rules and regulations of Fisher Driving School with reference to my participation in the driver education program may result in my dismissal from the class and forfeiture of my tuition and blue slip application.

Student Signature _____ Date _____

By signing below, I indicate my understanding of the rules and regulations listed above and grant permission for my son/daughter, _____, to attend the Fisher Driving School driver education program, including classroom and behind the wheel instruction, and receive one-on-one instruction, if necessary, during the in-car phase of the course. I promise to reinforce safe driving habits during regular practice with my son/daughter. I agree to instruct my son/daughter to conduct himself/herself in an appropriate and respectful manner, as described above, during all instruction periods. Failure on his/her part to behave properly shall result in forfeiture of tuition and blue slip application. Lastly, I have read and understand the above requirements for my child's participation in Fisher Driving School's drivers' education program and the requirements for my child's school eligibility.

Parent Signature _____ Date _____