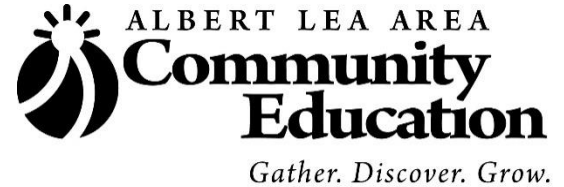


## Albert Lea Community Education

(08/21/2017)

[AlbertLeaCommunityEd@alschools.org](mailto:AlbertLeaCommunityEd@alschools.org)

(507) 379-4834



# *Driver Education Handbook and Contract 2018 - 2019*

**Please Select One of the Following Sessions:**

- June 4- June 15** (*early bird deadline: May 21*) **9:00am-12:00pm**
- July 9 – July 20** (*early bird deadline: June 25*) **9:00am-12:00pm**
- July 30 – August 10** (*early bird deadline: July 16*) **9:00am-12:00pm**

*\*Please plan ahead and register early. Classes fill quickly.*

***Price: \$350 (early bird registration: \$325)***

*Classes held in Room E-113,  
Albert Lea High School, 2000 Tiger Lane*

Minimum enrollment: 20 participants

Maximum enrollment: 40 participants

## **What's involved for you, the parent?**

Community Education is pleased to work with you to help educate your child about the importance of his/her role behind the wheel. As a parent you are the one who cares most about your teenager's driving ability and safety.

Driver Education instructors are well educated, experienced, licensed teachers and will do their very best to guide your child through this important educational process in the classroom and behind the wheel. These instructors will be spending 36 hours with your child (30 hours in the classroom and 6 hours Behind the Wheel), but you, the parent/guardian are still the primary influence in your child's life. What you model as a parent and driver is still very important and will be remembered long after the classroom hours are complete.

## **Student Discipline**

Participating in Community Education Driver's Education is a privilege. Behavior deemed inappropriate by the instructor will not be tolerated. **Any discipline problems (including during break times) will be cause for termination from the program and the fee will not be refunded.**

## **Student Cancellation**

If a student needs to cancel their registration for the Driver Education Program, they must notify Community Education at 379-4834. Cancellations are allowed up to **3 business days** before the start of a class and still receive a full refund. **After that time, there will be no refunds.**

## **Classroom Training**

Classes will be held for 3 hours each day for 10 days, Monday-Friday. Students must attend all 30 hours to be certified. If a student misses any portion of a class session, they must work with the instructor to make up the lost class time. If more than two classes are missed, the student will be dropped from the class and the fee will not be refunded. Copies of the Minnesota Driver's Manual are online at:

[https://dps.mn.gov/divisions/dvs/formsdocuments/Documents/Minnesota\\_Drivers\\_Manual.pdf](https://dps.mn.gov/divisions/dvs/formsdocuments/Documents/Minnesota_Drivers_Manual.pdf)

For your convenience, the State of Minnesota Driver's Examiner's have consented to be present at the last classroom session to test students who have passed the classroom portion of driver education and are 15 years of age. **If the class does not have a sufficient number of 15 year old students this option will not be available.** All students will then need to make arrangements to take the permit test with the Driver Examiner's office located in the Freeborn County Courthouse. The successful passing of this test will allow the students to get their permit and begin behind the wheel instruction. If your student is not 15, he/she will not be prevented from taking Drivers Education; however testing becomes your responsibility.

**PLEASE NOTE:** It would be in the best interest of your child if they turn 15 near the end of the classroom phase because they cannot take the permit test until they turn 15 years old.

**On the testing day, students must bring:**

✓ **2 Forms of Identification**

1) **Original copy of certified birth**

2) **AND social security card (not laminated) or current school picture ID or Passport or certified school transcript.**

**\*The transcript needs to be placed in a sealed envelope by the school official preparing the transcript with a stamp from the school or school name written over the sealed flap. DO NOT OPEN THE ENVELOPE; THE EXAMINER NEEDS TO RECEIVE IT SEALED OR IT IS INVALID.**

✓ **Blue Card (student will receive this from classroom instructor)**

**Behind the Wheel Training**

- Six (6) hours of behind the wheel training will be scheduled and begun upon successful completion of the written exam. It is highly recommended that students start their Behind the Wheel Instruction (BTW) within six months of receiving their permit.
  - If a student needs to cancel a scheduled driving appointment, they must notify the instructor **at least 24 hours** in advance. Failure to do so may result in a fee. This fee is **\$35 per hour** and needs to be paid at the Community Education Office before the next behind the wheel session is scheduled. A receipt will be issued by the Community Education Office and must be shown to the driver education instructor before resuming the behind the wheel instruction. In accordance with Minnesota State Law (Minnesota Statute 7411.0510 Subp.10), students **MUST** have their driving permit with them during behind the wheel sessions.
  - Student must keep a Supervised Driving Log to take the road skills test.
    - 50 driving hours of which 15 hours are at night.
    - OR
    - 40 driving hours of which 15 hours are at night if **Point of Impact** class is completed by parent (students are highly encouraged to attend with their parents)
- **Lost blue or white cards may be replaced at a \$10 charge per card**

**Your child will need to have a CERTIFIED birth certificate in order to get a permit. Please make arrangements as soon as possible to have this done.** It will make things much smoother for your child. **Please use your full legal name as it appears on your birth certificate** to avoid later problems at the courthouse when you get your permit. Have your child show up on the first day of the classroom. You will not receive any written notice of acceptance. Paid students will be accepted on a first-come, first-served basis. **A minimum of 15 and maximum of 40 students will be accepted for each classroom.**

# **ATTENTION!**

## **SAVE THIS INFORMATION UNTIL YOUR STUDENT HAS THEIR DRIVER'S LICENSE!**

1. Blue Card-your student will receive this at the completion of their 30 hour classroom time.
2. Permit-take your social security card, birth certificate or other forms of I.D. and paperwork proving you passed the written test, to the courthouse to get your driving permit.
3. Start logging driving hours, 50 hrs or 40 hrs - if Point of Impact class taken.
4. Take a Point of Impact class. Registration is Free. Call Community Ed to sign up, 379-4834.
5. Call Community Ed to arrange the 6 hours of behind the wheel with an instructor. 379-4834

PLAN AHEAD! Driving hours are very limited in the winter months, and summer hours fill up quickly!

6. White Card-your student will receive their white card upon completion of the 6 hours BTW. Check with your driving instructor as to when it will be ready.
7. Schedule the driving exam with DMV. They will instruct you on what to bring the day of your driver's test. Their office hours are Thursday and Friday, 377-5126.
8. Congratulations, and Safe Driving!

Albert Lea Area Schools Community Education  
DRIVER EDUCATION REGISTRATION

**Return Contract & Payment to:**

**Community Education Enrichment Office ♦ 147 North Broadway ♦ Albert Lea, MN 56007**

**Your child will need to have a CERTIFIED birth certificate in order to get a permit. Please make arrangements as soon as possible to have this done.** It will make things much smoother for your child. **Please use your full legal name as it appears on your birth certificate** to avoid later problems at the courthouse when you get your permit. Have your child show up on the first day of the classroom. You will not receive any written notice of acceptance. Paid students will be accepted on a first-come, first-served basis. **A minimum of 20 and maximum of 40 students will be accepted for each classroom.**

**PLEASE PRINT CLEARLY**

Name (Full Legal Name) \_\_\_\_\_

Date of Birth \_\_\_\_\_ First \_\_\_\_\_ Age \_\_\_\_\_ Middle \_\_\_\_\_ School of Attendance \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_  
Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ e-mail \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

*Price: \$350 (early bird registration: \$325). Cash, Checks (made payable to District 241), Credit Cards accepted*




**I have fully and completely read the information printed and agree to abide by the rules and regulations set forth by the Community Education Driver Education Program and statutes set by the State of Minnesota. I understand that I may request a written copy of this document. By signing below, you are confirming that you have shared this information with your student and you both understand and agree to the conditions of this contract.**

\_\_\_\_\_  
Parent or Guardian signature

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*\*Please plan ahead and register early. Classes fill quickly.*

Payment Information (checks payable to District 241) Cash \_\_\_\_\_ Check \_\_\_\_\_ or Charge   

Credit Card# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_ Card Code \_\_\_\_\_

Signature (For credit card only) \_\_\_\_\_