

North East Independent School District, Adult and Community Education (015-910-000)
DRIVER EDUCATION STUDENT ENROLLMENT CONTRACT – COMPREHENSIVE PROGRAM – LIVE INSTRUCTION

School of Attendance _____ Grade _____ Age _____

Location of Driver Education Class _____

Start Date of Class _____ End Date of Class _____ Time of Class _____

Full Legal Name of Student (as it appears on the birth certificate)

Last Name First Name Middle Initial

Date of Birth ____/____/____ Gender Male Female

Address City Zip Code

Student's Email Address Student's Cell Phone

Parent's Name Parent's Email Address Parent's Phone Number

Age Requirements: NEISD requires that all students be at least 15 years old on or before the first day of class and enrolled in high school. Students 18 and older may take this course, as long as they are enrolled in high school.

Contract Length: Students have nine (9) months from the first date of classroom instruction (in-person or online) to complete the NEISD Driver Education Course. Completion includes:

- Thirty-two (32) hours of classroom instruction with a passing grade of at least 70
- Seven (7) hours of in-car/behind-the-wheel training with NEISD instructors concluding in a passed driving test of at least 70
- Minimum seven (7) hours of in-car observation with NEISD instructors
- Thirty (30) hours documented in-car training with a licensed adult of 21 or older consisting of:
 - Twenty (20) daytime driving hours and ten (10) nighttime driving hours (sunset to sunrise)

Failure to complete all components in 9 months will result in a re-enrollment fee of \$125 to complete the course with NEISD

Grading/Progress: Progress standards must meet those of the Texas Department of Licensing and Regulation (TDLR). Evidence of course mastery will be determined through unit tests, written assignments, projects, presentations, skill performance checklists, and comprehensive examinations. Mastery is a prerequisite to earning a passing score of 70 or above.

Rules of Operation and Conduct: A student or prospective student may be dismissed or barred from the class for any violation of the NEISD Student Code of Conduct, being generally inattentive (sleeping, using phones) during class, or rude, vulgar, or disruptive behavior.

Refund/Cancelation Policy: Tuition will be refunded, less processing fee, when you cancel your class three business days or more before the first class meeting by 4:45 PM. If a request for a refund is made less than three business days prior to the start of class, no refund will be made. Requests for refunds should be made to driversedu@neisd.net.

North East Independent School District, Adult and Community Education (015-910-000)
DRIVER EDUCATION STUDENT ENROLLMENT CONTRACT – COMPREHENSIVE PROGRAM – LIVE INSTRUCTION

In-Car/Behind-the-Wheel Training: This program includes in-car/behind-the-wheel instruction in a fleet of NEISD vehicles with licensed instructors. Please see attachment A for instructions on creating an account for instruction **after** a permit is obtained. Any no-show or late cancelation (less than 24 hours in advance) will result in the student being charged a \$35 fee per occurrence. Students are legally required to drive with a valid, unexpired, physical learner license/driver license. Arriving at a drive without a license will result in a \$35 no-show fee. Students may **not** use a photo of their license to drive.

Sessions are completed in two (2) hour increments. Students must complete their thirty (30) hour practice log and have all hours input into Schedule2Drive before they are allowed to sit their final drive and obtain their certificate of completion.

ACKNOWLEDGEMENTS	PARENT'S INITIALS
A full hour of absence is charged to the student when they do not attend the full 55 minutes of instruction during a 60 minute period, per state policy. If a student is absent for more than ten (10) classroom hours, the student enrollment will be terminated from the class, and the school will not issue a refund.	
I understand that I will not be notified if my student misses any portion of the class.	
I have been given a copy of the school's makeup policy and instructions (Attachment B)	
I understand that students will not receive one-on-one instruction and that this may result in students receiving additional observation hours beyond the seven (7) required.	
I have been provided a copy of the schools' tuition cancelation policy and school regulations pertaining to absence, grading policies, progress, and rules of operation and conduct.	
I understand that NEISD is prohibited from issuing a DE-964 if the student has not met all requirements for course completion.	
Students are not allowed to use their phones while completing behind-the-wheel instruction, and instructors may store the phones during the drive to ensure compliance.	
This agreement constitutes the entire contract between the school and the student, and assurances or promises not contained herein shall not bind the school or student.	

A bank of frequently asked questions is available any time at <https://bit.ly/3xEM2as>

Parents should keep a copy of the contract, and the school will maintain a copy for three (3) years.

Printed Name of Student	Parent/Legal Guardian Signature	Date
<i>Christopher Filer</i>	Christopher K. Filer	2021-2022 School Year
Signature of Coordinator	Printed Name of Coordinator	Date

This contract can be completed and signed online. Please return to driversedu@neisd.net when complete. You may also print, complete, scan, and email the contract to driversedu@neisd.net or mail it to the NEISD Community Learning Center, 8750 Tesoro Drive, ATTN: Driver Education.

ATTACHMENT A



STUDENT REFERENCE GUIDE – REGISTERING FOR A SCHEDULE 2 DRIVE ACCOUNT

Do **not** complete these steps until after you obtain your LearnerLicense from DPS. Your account number will not be activated until a valid permit number has been entered into Schedule2Drive.

1. Go to www.schedule2drive.com
2. Under “Need an account?” in the top righthand corner of the screen, enter the school code – NEISD – and click “Go!”
3. Enter your information on both page 1 and page 2, and choose your notification preferences
4. Review the information you entered and click “Continue” or “Register”
5. Before you can schedule sessions, NEISD will need to activate your account.
 - a. Please provide 1-3 business days to complete complete activation. If, after 3 business days, your account is not activated, please email us at driversedu@neisd.net with student’s name, class date and permit number.
6. If a payment option appears, select the “Pay Later” option. Schedule2Drive is included in the price of your comprehensive program purchase

LOGGING INTO YOUR ACCOUNT

1. Go to www.schedule2drive.com
2. In the “Student Login” section, select TX, enter your Learner License/Permit number, and fill in your birthdate
3. Select “Login”

SCHEDULING A DRIVE FROM A DESKTOP OR TABLET

1. Click on the ‘Schedule Drives’ link located on the left-hand navigation panel.
2. Select a date that has the word “Open Slots” on the calendar. If all dates say “Full” or are blank, there are no open drives at this time.
3. Select the specific time you would like to drive under the selected date.
4. Click on the “Next Step” button.
5. Verify that you have selected the correct time and date and click on the “Register for Drive” button.
 - a. If you do not select “Register for Drive,” you will not be registered for the drive.

SCHEDULING A DRIVE FROM A PHONE

1. Click on the Main Menu button or the hamburger menu in the top, left-hand corner
2. Click “Register for a Session”
3. Select from the available dates listed
4. Select from the available times listed
5. Confirm you understand the no-show and late cancelation policies

CANCELING A DRIVE

North East Independent School District, Adult and Community Education (015-910-000)
DRIVER EDUCATION STUDENT ENROLLMENT CONTRACT – COMPREHENSIVE PROGRAM – LIVE INSTRUCTION

Drive times may be canceled at any time. A \$35 cancellation fee is charged for all cancellations within 24 hours of the start time of the scheduled drive.

CANCELING FROM A DESKTOP OR TABLET:

1. On the home page, click on the “Cancel” link next to the session you wish to cancel
2. Verify the correct drive time has been chosen and click on the “Cancel Drive” button

CANCELING FROM A PHONE

1. From the main menu, click on “View Scheduled Sessions”
2. Click on the red X next to the drive you would like to cancel
3. Verify the correct drive time has been chosen and click the “Cancel Session” button
4. If you are canceling within 24 hours, a warning notice will be displayed

USER PROFILE

Please make sure you update your Schedule2Drive user profile any time your phone number or email changes. Updates to the program and availability are sent to the information we have on file.

ATTACHMENT B

MAKEUP POLICY

Any missed classroom time must be made up during the next live classroom session offered by the school. The makeup calendar is available at www.neisd.net/drive. under “Important Forms.”

A student must complete all 32 hours of instruction, including makeup classes, within the timeline specified in this enrollment contract.

If a student participates in extracurricular activities (athletics, band, JROTC, drama, UIL, etc.), we advise that you review the schedule and confirm with your activity supervisor that there are no schedule conflicts before registration. Hours missed for NEISD activities will count towards

MAKEUP INSTRUCTIONS

1. Complete the Makeup Form and bring it to class with you. This form can be found online at www.neisd.net/drive under “Important Forms.”
2. Have the instructor sign the makeup form for you at the end of class.
3. Send in the form:
 - a. via email to driversedu@neisd.net
 - b. via mail: 8750 Tesoro Drive, San Antonio, TX 78217 (ATTN: Driver Education)
 - c. in-person to 8750 Tesoro Drive, San Antonio, TX 78217

It is the responsibility of the student to ensure the makeup form is submitted to the Driver Education office in a timely manner. Credit is issued once the makeup form is received.