

North East Independent School District, Adult & Community Education (015-910-000)

DRIVER'S EDUCATION STUDENT ENROLLMENT CONTRACT

Current School of Attendance _____ Grade _____ Age _____

Class Location _____

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

Full Legal Name of Student (As it appears on birth certificate. If your student does not attend NEISD, a copy of their birth certificate is required to verify district/state age requirements.)

Last Name First Name Middle Name

Date of Birth ____/____/____ Gender M F

Address City Zip Code

Student's Email Address Student's Cell Phone #

Parent's Name Parent's Email Address Parent's Cell #

Age Requirements: NEISD requires that all students be at least 15 years old and in high school on or before the first day of class. NEISD does not allow adults over 18 years old to register in any driver education program unless they are students in the NEISD district.

Contract Length: Students have seven (7) months (from first day of classroom instruction) to complete the NEISD Driver's Education Course. Completion of the course is:

- Thirty-two (32) hours in-class instruction (16 lessons, each 2 hours long) with passing grade of at least 70
- Seven (7) hours* of in car behind the wheel training with NEISD instructor and passed in car drive test with a 70
- Minimum seven (7) hours in car observation with NEISD instructor
- Thirty (30) hours documented in car training with parent/adult over 21 with valid license
 - Twenty (20) hours day time driving and Ten (10) hours night driving (sunset to sunrise)

If the course is not completed within this period, there is a re-enrollment fee of \$125.

Grading/Progress: Progress standards must meet the requirements of the current rules adopted by the Texas Department of Licensing & Regulation (TDLR). Mastery is a prerequisite to awarding a grade of 70 or above. Evidence of mastery shall be determined by one or more of the following methods: 1) unit tests; 2) written assignments; 3) skills performance checklist; and 4) comprehensive examinations of knowledge and skills.

Rules of Operation and Conduct: A student or prospective student may be dismissed or barred from the class for tardiness, drunkenness or consumption of alcohol on the premises; rude, vulgar or disruptive behavior in the classroom; smoking or use of tobacco products; any violation of the NEISD student code of conduct; or being generally inattentive (sleeping, reading, using phones or other electronic devices) during class. Students terminated for violating rules of conduct may be readmitted at the discretion of the school director.

Refund/Cancellation Policy: We are happy to refund tuition, less a \$5 processing fee, when you cancel your class two full working days prior to the first class meeting. If a request for refund is made less than two working days

* The number and length of lesson can vary depending on the number of students who sign up for the particular lesson.

prior to the first class, one-half refund will be made. We are unable to refund any tuition money after the first day of class. Request for refund must be made by calling (210)407-0140.

In Car Training: The NEISD Driver's Education Program uses an on-line platform to allow students to schedule their own in-car training (www.schedule2drive.com). Please see Attachment A for instructions. Any no-show and/or late cancellation by the student will result in a \$35 fee. Sessions are in two (2) hour increments and all students must complete thirty (30) hours of parent driving in order to take the final drive and test for completion of the course and to obtain a Completion Certificate. Students will not be tested on the last drive if the parent hours have not been completed and entered in the system.

ACKNOWLEDGMENTS

Attendance/Absences

A full hour of absence is charged to the student when he/she does not attend the full 55 minutes of instruction during a 60-minute period. If a student is absent in excess of 10 classroom hours, the student enrollment will be terminated from that class. The school will not issue refunds for terminations. **Parent's initials** _____

Makeup Policy

I have been given a copy of the school's make-up policy and instructions. (Please see Attachment B).

Parent's initials _____

My initials below signify that I agree with the NEISD policy that no students will receive individual (one-on-one) instruction. I understand that this will result in a possibility of extra behind-the-wheel instruction with no extra charge. I also understand that the seven-month deadline still applies. **Parent's initials** _____

I have been furnished a copy of the school tuition cancellation and refund policy; and school regulations pertaining to absence, grading policy, progress, and rules of operation and conduct. **Parent's initials** _____

The school is prohibited from issuing a DE-964 if the student has not met all the requirements for course completion, and the student should not accept a DE-964 under such circumstances. **Parent's initials** _____

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 the student. **Parent's initials** _____

I further realize that any grievances not resolved by the school may be forwarded to Texas Department of Licensing and Regulation Attention: Enforcement Division PO BOX 12157 Austin, TX 78711; Emailed to or file online at www.tdlr.texas.gov/complaints. **Parent's initials** _____

READ ENTIRE CONTRACT BEFORE SIGNING

Parents must keep a copy of the contract and a copy must be maintained by the school and kept in the student file for at least three years.

Signature of Parent/Legal Guardian	Printed Name of Student	Date
<i>Jorge A. Ramirez</i>	Jorge A. Ramirez	2018-2019 School Year
Signature of School Representative	Printed Name of School Representative	Date

Send Signed Contract to: Community Education 8750 Tesoro Dr. San Antonio, Texas 78217 or Fax to 210- 657-8612 or scan and email to driversedu@neisd.net

NEISD maintains an insurance policy for vehicles with coverage as required by Texas Transportation Code, Chapter 601

ATTACHMENT A



Student Reference Guide

REGISTER FOR A SCHEDULE 2 DRIVE ACCOUNT

1. Go to www.schedule2drive.com.
2. Enter **NEISD** in the 'School Code' field under “**Need an account?**” and click ‘GO’. If you are on a smartphone, click “**Need an account?**”, then enter NEISD in the School Code field, and click ‘Step 2’.
3. Enter the information requested and click ‘Continue’ or ‘Step 3’.
4. Enter your contact information and select your notification settings. Click ‘Continue’. If you are on your smartphone, you will complete Step 3 and Step 4.
5. Review the information you entered and click ‘Continue’ or ‘Register’.
6. Before you can schedule sessions, NEISD Community Education will need to activate your account. This typically happens within 1-2 business days.

When the payment option appears, select the **PAY LATER** option. No fees will be added at this time for any student in the NEISD program.

LOGGING ON

1. Go to www.schedule2drive.com. On a smartphone, select ‘Student Logon’.
2. Select TX from the State/Province menu.
3. Enter your Permit# (or DL#) and your 8-digit Birthday.
4. Click the ‘Login’ button.

SCHEDULING A DRIVE

To register for a driving lesson from a desktop or tablet, follow the directions below:

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 the open link does not appear on a date, no drive times have been scheduled for that date. If the word ‘Full’ appears, all sessions have been filled.
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. **IMPORTANT:** If you do not confirm the drive time by clicking on the ‘Register for Drive’ button, you will NOT be registered for the drive.

To register for a driving lesson from a smartphone, follow the directions below:

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 cancellation policy and click Register.

CANCELING A DRIVE

Drive times may be cancelled at any time; however, a \$35.00 cancellation fee will be charged for all cancellations within 24 hours of the originally scheduled drive date and time.

To cancel a drive time from a desktop or tablet, follow the steps below:

1. On your 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 the 'Cancel Drive' button.

To cancel a drive time from a smartphone, follow the steps below:

1. From the main menu, click on 'View Scheduled Sessions'.
2. Click 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. Verify that you have selected the correct session then click on the 'Cancel Drive' button. If you are canceling within 24 hours, a warning notice will be displayed.

USER PROFILE

Please make sure you update your User Profile with your email address and your mobile number and update your Notification Settings so you will receive important email and text message reminders and alerts.

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ATTACHMENT B
Makeup Policy

Any missed classroom time must be made-up during the next immediate classroom session offered by North East Independent School District, Adult & Community Education. Our calendar will be posted online at: <https://www.neisd.net/Page/911> under **Schedules and Calendars**

A student must complete the hours of instruction for the required classroom and in-car phases of the driver education course, including any makeup lessons, within the timeline specified in this enrollment contract.

If student participates in extracurricular activities (including athletics, band, choir, drama, orchestra, JROTC) we advise that you confirm with the activity supervisor that there are no schedule conflicts **BEFORE** registering.

Makeup Instructions:

1. Complete the Makeup Form. You can find one at <https://www.neisd.net/Page/911> under **Important Forms**
2. Bring it to class on the day you make up a session
3. Sign-in in the appropriate sheet that will be available for you
4. Have instructor sign next to the appropriate Day on the Makeup Form
5. Send it or bring it to us:
 - a. via email driversedu@neisd.net
 - b. via Fax 210-657-8612
 - c. via regular mail: 8750 Tesoro Drive, San Antonio, TX 78217 (Attn: Driver's Education)
 - d. physical address: 8750 Tesoro Drive, San Antonio, TX 78217

Remember: It is your responsibility to forward the make-up form to the Driver's Education office in a timely manner. If we do not receive the make-up form from you, we cannot give you credit for the session attended.