



## **CERTIFICATE OF ENROLLMENT (ATTENDANCE VERIFICATION FORMS) FOR DRIVERS SERVICES**

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Certificate of Enrollment for driver permits/licenses must be requested through Attendance Office.

Students may visit the Attendance Office during lunch on **MONDAYS** only by signing the Attendance Verification Request Clipboard. There is a **\$2.00** processing fee that students must pay when they pick up the completed form.

Forms are available for pickup on during lunch on **WEDNESDAY** of the week they were requested. If there is no school on a Monday, completed forms may be turned in on the first scheduled school day of that week. Students needing reinstatement forms must follow the same procedures.

For the purpose of reporting to the Department of Driver Services, a Non-Compliant student is one who:

- Has dropped out of school without graduating and has remained out of school.

The school must report to the state all students that have been involved in disciplinary situations involving:

- Threatening striking or causing bodily harm to a teacher or other school personnel
- Possession or sale of drugs or alcohol on school property
- Possession or use of a weapon on school property