Driver’s License Procedures

###### IMPORTANT NOTES

|  |  |
| --- | --- |
| * 1.
 | Driver’s License suspension and other truancy proceedings are based on the accumulation of UNEXCUSED Absences. **Absences of students who are suspended are not to be counted unexcused (this is by State Policy). Therefore, it is critical that the ‘S’ code is used for suspended students so that their names do not appear on the list of students with 15 unexcused absences when it is produced.** Students who are expelled and not in an alternative school are to be treated as students who have ‘dropped-out’ (not attending another school leading to earning a high school diploma). |
|  | Students with EXCUSED absences are not subject to Truancy statute, hence all coding of students’ absences must be accurate – “E” for excused, “U” for unexcused, “S” for suspended. |
|  | Note: Exhibits (forms) III, IV, and V must be submitted to the School Social Work Services office to be entered into the DHSMV database. **Please be advised that steps** **6 and 7 have strict timelines that must be followed for the requests to be accepted.** Forms can be faxed to 273-7501 or sent via school mail to the School Social Work Services Office, ROSSAC 4th Floor, Mail Rte. 7 |

**IMPLEMENTATION OF ATTENDANCE REQUIREMENTS FOR MINORS TO MAINTAIN THEIR**

**DRIVING PRIVILEGE**

Schools are required to report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and social security numbers of minors (14 to 18 years old) who accumulate 15 unexcused absences in a period of 90 calendar days and/or dropout of school. The 1997 Florida Legislature further provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privileges.

**OBJECTIVE**

To identify and report to the Department of Highway Safety and Motor Vehicles all minors age 14 to 18 who accumulate 15 unexcused absences in a period of 90 calendar days. Students with a dropout code also must be reported. These codes include DNE, WO5, W13, W15, W18, W21, W22, and W23.

**SUMMARY OF PROCESS**

|  |  |
| --- | --- |
| ⚫ | The principal is responsible for reporting to the district office minors (age 14-18) who accumulate 15 unexcused absences in a period of 90 calendar days or withdraw from school with a dropout code. |
| ⚫ | The district office is required to report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names of the minors who are reported by the school. |
| ⚫ | The DHSMV notified the minor that his/her driving privileges will be removed. If the minor does not have a license, he/she will not be issued one upon application. |
| ⚫ | The minor may pursue a Waiver of Hardship or Reinstatement of Driving Privilege after the minor has been informed by the DHSMV that driving privileges will be suspended. |

**PROCESS**

***Steps 1 – 4, 6 and 7 are the responsibility of school personnel***

|  |  |
| --- | --- |
| 1. | Inform students and parents of the implementation of this especially important legislation. Sample letter is attached to be sent to parents of all students in your school (Exhibit I). Sample item for the school newsletter is also attached (Exhibit II). It is also recommended that you include the information on your school’s website. It is also important to verify that, through normal approved attendance procedures, the parent has been kept informed of student’s absences. The Daily Mandatory Attendance Letters/Lists (SD4138ABCD) should be printed daily and sent to parents. |
|  |  |
| 2. | Identify students in violation of attendance statute. The Potential Driver’s License Suspension Report (SD4186A) should be printed daily, and the Principal or administrative designee must verify the attendance record for each student identified on the printed list.  |
| 3. | Report students, for whom the 15 unexcused absences are validated within five school days, on the enclosed form (Exhibit III) to School Social Work Services. Student must be informed by school administration that the form has been sent to the district office and a copy of the form must be mailed to the parent or legal guardian. |
| 4. | Report students who withdraw anytime with a code that indicates they are dropping out of school (not attending another school or adult school) on the attached form (Exhibit III) to School Social Work Services. Students who withdraw and do not enter another program leading to a high school diploma within 15 days must be reported to School Social Work Services. |
| **5.** | School Social Work Services will be responsible for reporting students to Information Services who will then forward the names to the Department of Highway Safety and Motor Vehicles (DHSMV). |
| **6.** | **Reinstatement procedures:**1. **For students that have been reported to School Social Work Services in error**:
2. Corrections can be made electronically **ONLY** **for** **licensed students (includes students** **with a learner’s permit)** within 20 days of the student’s receipt of Notice of Intent to Suspend Driving Privileges. Forward the Notification of Student Compliance with Attendance Requirements for Reinstatement of Driving Privilege (Exhibit V) to School Social Work Services within 15 days of the DHSMV notification date.
3. After 20 days from the notice of intent to suspend, school official writes a letter to DHSMV stating that the student was reported in error (include the principal or designee’s signature, student’s name, date of birth and social security number; letter must have notarized signature or school seal.) Email letter to *Truancy@flhsmv.gov*
4. **Reinstatement procedures for students who become compliant with the law:**
5. Reinstatement can be done electronically within 20 days of the student’s receipt of Notice of Intent to Suspend Driving Privileges. Forward the Notification of Student Compliance with Attendance Requirements for Reinstatement of Driving Privilege (Exhibit V) to School Social Work Services within 15 days of the DHSMV notification date.
6. After 20 days from the notice of intent to suspend but before privileges are suspended, at the student’s request, a school official completes the reinstatement form when the student meets 30 days requirement (Exhibit VI). The form is faxed to DHSMV at 850-617-5095 before the suspension order is posted to driver record.
7. After driving privileges have been suspended, at the student’s request, a school official completes the reinstatement form when the student meets 30 days requirement (Exhibit VI). The student takes a copy of this form to the local DHSMV or tax collector’s office with $45 reinstatement fee.
8. **Unlicensed Minors:** at the student’s request, a school official completes the reinstatement form when the student meets 30 days requirement (Exhibit VI). The form is faxed to DHSMV at 850-617-5095, or the student can take the form to the local DHSMV or tax collector’s office within 30 days for issue of initial Licensure.
 |
| **7.** | **Waiver for Hardships:** The purpose of a hardship waiver hearing is to review the pending suspension of a student’s driving privilege. By approving a student’s request for a hardship waiver, the school district is providing the student an opportunity to maintain his or her driving privilege during the period of time it takes the student to comply with the requirements of section 322.091(1), Florida Statutes. Therefore, the public school principal or principal’s designee is strongly encouraged to approve the waiver request for a **specified period of time**. For example, the school may approve a waiver based on the conditions set forth in section 322.091(3)(b), Florida Statutes, to allow the student to attend school for 30 consecutive school days with no unexcused absences. It is recommended that school districts review hardship waivers 90 calendar days after the date of approval. The district may decide to extend the approval of the waiver and take no further action with the DHSMV. If the district decides to withdraw approval of the waiver, DHSMV requires that they inform the student that the waiver has been rescinded and electronically notify the DHSMV of this decision. Students affected will be mailed an Order of Suspension from DHSMV.1. **Student (licensed minor) must request waiver within 15 days of receipt of Notice of Intent to Suspend/Withhold Eligibility for License (five days allotted for mailing). School must hold hearing within 30 days of request of waiver.**
2. **School official completes the upper portion of the Notice of Application for Waiver Form (Exhibit IV) and forwards form to School Social Work Services (fax 273-7501 to expedite process). School Social Work Services electronically notifies DHSMV within 24 hours of student request.**
3. **After the waiver hearing the school official completes lower portion of the Notice of Application for Waiver Form (Exhibit IV) and forwards form to School Social Work Services (fax 273-7501). School Social Work Services will notify DHSMV electronically.**
 |

**Exhibit** **I**

**(Sample Letter)**

**TO:** Parents and Students

**SUBJECT: IMPLEMENTATION OF ATTENDANCE REQUIREMENTS FOR MINORS TO MAINTAIN THEIR DRIVING PRIVILEGE**

 It is important that you be informed about State Legislation that will impact driving privileges for minors, age 14 to 18, who have not earned a high school diploma and who accumulate 15 unexcused absences in a period of 90 calendar days.

 This legislation provides that minors who fail to satisfy attendance requirements will be ineligible for driving privileges. It requires that school districts report to the Department of Highway Safety and Motor Vehicles (DHSMV), the names of any minors who accumulate 15 unexcused absences in a period of 90 calendar days. Minors who are reported will be notified by the DHSMV that their driving privilege/driver’s license is subject to suspension.

 Effective January 5, 1999, students who accumulate 15 unexcused absences in any period of 90 calendar days must be reported by the school to the DHSMV. The DHSMV will then notify the student that his/her driving privilege/driver’s license is subject to suspension. If this should occur, students may initiate a request for hardship waiver or a request for reinstatement of driving privilege through the Office of Student Affairs.

 A hardship for employment is based on verification of need. The factor to be considered is the extent to which a student provides a substantial financial contribution for his or her livelihood or his or her family’s needs. A hardship for medical care is based on the need for transportation, for the student or his or her immediate family members living in the same household, to access required treatment. Consideration should be given to whether there are other drivers residing in the household.

 Driving privileges may be reinstated by DHSMV if the student provides written verification of 30 days of attendance without any unexcused absences.

 Excused and unexcused absences are defined in the student handbook. It is important that the school be contacted when a student is absent. We encourage you to follow the attendance procedure that has been established in order that students not be reported unexcused when they should be excused. Students, under 18 years of age, who withdraw from this school and do not continue to work towards a high school diploma, must also be reported to DHSMV.

 We are very hopeful that all of our students will strive to maintain excellent attendance in order to maximize opportunities for their education. Thank you for your support.

Sincerely,

**Anexo I**

***Carta de muestra***

**PARA:** Los Padres y Estudiantes

**ASUNTO: IMPLEMENTACIÓN DE LOS REQUISITOS DE ASISTENCIA PARA MENORES**

 **CON EL FIN DE QUE MANTENGAN SUS PRIVILEGIOS PARA CONDUCIR**

 Es importante que ustedes estén informados sobre la Legislación Estatal, la cual afectará los privilegios de conducción de menores en edades de 14 a 18 años, y quienes no han obtenido el diploma de educación secundaria y han acumulado 15 ausencias injustificadas, en un período de 90 días de escuela.

 Esta legislación establece que los menores que no satisfagan los requisitos de asistencia, serán inelegibles para tener privilegios para conducir. Esta legislación requiere que los Distritos Escolares reporten al Departamento de Seguridad en las Carreteras y Vehículos Motorizados (por su sigla en inglés, *DHSMV*), los nombres de cualquier estudiante que haya acumulado 15 ausencias injustificadas en cualquier periodo de 90 días de escuela. El *DHSMV* informará a los menores que han sido reportados, que su privilegio para conducir/licencia de conducción está sujeto a suspensión.

A partir del 5 de enero de 1999, los estudiantes que acumulen 15 ausencias injustificadas, en cualquier periodo de 90 días de escuela, serán reportados por la escuela al *DHSMV*. El *DHSMV* informará al estudiante que su privilegio para conducir/licencia de conducción está sujeto a suspensión. Si esto llegara a suceder, los estudiantes pueden iniciar una solicitud de exención por dificultad, o una solicitud para el restablecimiento del privilegio de conducir, a través de la Oficina de Asuntos Estudiantiles

 Una dificultad para empleo se basa en la verificación de necesidad. El factor a considerar es la medida en la que el estudiante proporciona una contribución financiera importante para su sustento, o las necesidades de su familia. Una dificultad para atención médica se basa en la necesidad de transporte, para que el estudiante o miembros inmediatos de su familia que viven en la misma casa, tengan acceso a tratamientos requeridos. Se debe consideran si hay otros conductores con licencia que residan en el hogar.

*El DHSMV* puede restablecer los privilegios si el estudiante proporciona una verificación escrita de 30 días de asistencia sin ninguna ausencia injustificada.

 Las ausencias injustificadas y justificadas están definidas en el Manual del Estudiante. Es importante comunicarse con la escuela cuando un estudiante esté ausente. Les animamos para que ustedes sigan los procedimientos de asistencia que se han establecido, con el fin de que no se reporten como injustificadas ausencias que deberían ser justificadas.

Los estudiantes menores de 18 años que se retiren de esta escuela y no continúen trabajando para obtener su diploma de secundaria, tambien deberá ser reportado al *DHSMV.*

 Tenemos muchas esperanzas que nuestros estudiantes se esforzarán por mantener una asistencia excelente con el fin de que maximice las oportunidades para su educación. Les agradecemos su apoyo.

Atentamente,

*ASFP/Psych. Services/Spanish Translation Services/Social Work Dept. /Attendance & Driving Privileges-Newsletter/July 11th, 2019*

**Exhibit** **II**

**FOR THE SCHOOL NEWSLETTER**

***IMPORTANT NOTICE TO ALL PARENTS AND STUDENTS***

**IMPLEMENTATION OF ATTENDANCE REQUIREMENTS FOR MINORS TO MAINTAIN THEIR DRIVING PRIVILEGE**

 State Law requires that students, 14 to 18 years of age, who have not earned a high school diploma, who have 15 unexcused absences in any period of 90 calendar days, be ineligible for driving privileges. School districts are required by this legislation to report to the State of Florida Department of Highway Safety and Motor Vehicles (DHSMV), the names of any students who have accumulated 15 unexcused absences in any period of 90 calendar days. The student who is reported will be informed by the DHSMV that his/her name has been received and he/she may lose the privilege to drive. Should a student be contacted by DHSMV with information, he/she may initiate a request for a hardship waiver or a request for reinstatement of driving privilege through the Office of Student Affairs.

 A hardship for employment is based on verification of need. The factor to be considered is the extent to which a student provides a substantial financial contribution for his or her livelihood or his or her family’s needs. A hardship for medical care is based on the need for transportation, for the student or his or her immediate family members living in the same household, to access required treatment. Consideration should be given to whether there are any other licensed drivers residing in the household.

 Effective January 5, 1999, students who accumulate 15 unexcused absences in any period of 90 calendar days will be reported by the school to the DHSMV. Please follow the attendance procedure that has been established in order that students not be reported unexcused when they should be excused.

**Anexo** **II**

***PARA EL BOLETÍN INFORMATIVO DE LA ESCUELA***

***NOTICIA IMPORTANTE PARA TODOS LOS PADRES Y ESTUDIANTES***

**IMPLEMENTACIÓN DE LOS REQUISITOS DE ASISTENCIA PARA MENORES CON EL FIN DE QUE MANTENGAN SUS PRIVILEGIOS PARA CONDUCIR**

 La Ley Estatal requiere que los estudiantes de 14 a 18 años de edad que no han obtenido el diploma de educación secundaria y que tienen 15 ausencias injustificadas en cualquier período de 90 días de escuela, sean inelegibles para tener privilegios para conducir. La legislación requiere que los distritos escolares reporten al Departamento de Seguridad en las Carreteras y Vehículos Motorizados (por su sigla en inglés, *DHSMV*), los nombres de cualquier estudiante que haya acumulado 15 ausencias injustificadas en cualquier periodo de 90 días de escuela. El *DHSMV* informará al estudiante que su nombre ha sido reportado y que puede perder los privilegios para conducir. Si el *DHSMV* se comunica con el estudiante con información, él/ella puede iniciar una exención por dificultad, o solicitar el restablecimiento del privilegio de conducir, a través de la Oficina de Asuntos Estudiantiles

 Una dificultad para empleo se basa en la verificación de necesidad. El factor a considerar es el grado en que el estudiante proporciona una contribución financiera importante para su sustento o las necesidades de su familia. Una dificultad para atención médica se basa en la necesidad de transporte para que el estudiante o miembros inmediatos de su familia que viven en la misma casa, tenga acceso a tratamientos requeridos. Se debe considerar si hay otros conductores con licencia que residan en el hogar.

 A partir del 5 de enero de 1999, los estudiantes que acumulen 15 ausencias injustificadas en cualquier periodo de 90 días de escuela serán reportados por la escuela al *DHSMV*. Por favor, siga el procedimiento de asistencia que se ha establecido para que no se reporten como injustificadas, ausencias que deberían ser justificadas.

**Exhibit** **III**

**FL Statute 322.091**

**Official Notification**

**REPORTING MINOR (AGE 14-18)**

**WHO HAS ACCUMULATED 15 UNEXCUSED ABSENCES**

**IN A PERIOD OF 90 CALENDAR DAYS\***

**TO: School Social Work Services**

 **ROSSAC 4th Floor**

**Route VII**

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM:** |  |  |  |
| *Name of Principal or Designee* | *Name of School* |
|  |  |  |
| *Name of Student* | *Student Number* |
|  |  |
| has accumulated 15 unexcused absences in the 90 calendar day period from |  |
| to  |  | and must be reported to the Department of Highway Safety and Motor Vehicles. |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |   |  |
| *Date*  | *Signature of Principal* |
|  | Copy of this form sent to the parent or guardian of student |
|  |  |
|  | Student notified | Student Signature |  |  |
| \*Students who withdraw with a ‘drop-out’ code must also be reported on this form. |
|  |
| Circle appropriate Dropout Code: |
|  |
| DNE W05 W13 W15 W18 W21 W22 W23 |
|  |
| ***For School Social Work Services Office Use Only*** |
|  |
| Date received |  |
| Date entered into electronic system |  |
| Code entered |  |
|  |

 **Exhibit IV**

 **Notice of Application for Waiver**

|  |  |
| --- | --- |
| **TO:** | **School Social Work Services****ROSSAC 4th Floor****Route VII** |
|  |  |
| **FROM:** |  |  |
|  | *Name of School* |  |
|  |  |  |
| *Name of Student* |  | *Student Number* |
|  |  |
| This is to provide notification that the above named student has requested a hardship waiver hearing for reinstatement of driving privilege. A hardship for employment is based on verification of need. The factor to be considered is the extent to which a substantial financial contribution for his or her livelihood or his or her family’s needs. A hardship for medical care is based on the need for transportation, for the student or his or her immediate family members living in the same household, to access required treatment. Consideration should be given to whether there are other licensed drivers residing in the household. |
|  |
|  |  |
| Date Received |  |  |
|  |  |
| Date of Hearing |  |  |
|  |  |
|  |  |
| Approved |  |  | Not Approved |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | *Signature of Principal* |
|  |  |
|  |  |
|  |  |
| ***For School Social Work Services Office Use Only*** |
|  |  |
|  |  |
|  |  |
| Date received |  |  |
|  |  |  |
| Date entered into electronic system |  |  |
|  |  |  |
| Code Entered |  |  |
|  |  |  |  |   |

#### Exhibit V

**Notification of Student Compliance**

**With Attendance Requirements**

**For Reinstatement of Driving Privilege**

|  |  |
| --- | --- |
| **TO:** | **School Social Work Services****ROSSAC 4th Floor****Route VII** |
|  |  |
| **FROM:** |  |  |
|  | *Name of School* |  |
|  |  |
|  |  |  |
| *Name of Student* |  | *Student Number* |
|  |  |
| This is to provide verification that the above listed student who has received notice that his/her driver privilege/driver’s license will be suspended due to non-attendance has been in compliance with attendance requirements for the past 30 days. (i.e., the student for the past 30 days has had no unexcused absences.) |
|  |  |
|   |  |  |
| *DATE* | *Signature of Principal* |
|  | Copy of this form sent to the parent or guardian of student |
|  |  |
|  | Student notified |
|  |  |
|  |  |
|  |  |
|  ***For School Social Work Services Use Only*** |
|  |  |
| Date received |  |  |
|  |  |  |
| Date entered into electronic system |  |  |
|  |  |  |
| Code entered |  |  |

**xhibit VI**

**Appendix A**

**NOTIFICATION TO THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES**

Exhibit VI

NOTIFICATION TO THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

STUDENT COMPLIANCE WITH ATTENDANCE REQUIREMENTS

FOR REINSTATEMENT OF DRIVING PRIVILEGE/ELIGIBILITY FOR LICENSURE

This is to provide verification to the Department of Highway Safety and Motor Vehicles that the following student, who received Notice of Intent to Suspend/Withhold Eligibility for Licensure due to non-attendance is in compliance with attendance requirements in S. 322.091(1).

Student’s Full Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(First, Middle, Last)

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver License/Control Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gender: \_\_\_Male\_\_\_Female

Date of Birth: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Institution Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

Authorized Signature of School Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(Signature must be notarized or school seal affixed)***

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed or Printed Name of Person Signing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Notary Public

 State of Florida at Large

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_My commission expires: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_

 School Seal

Original signatures required.

For additional information contact:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***You may mail, fax or e-mail this completed form to: DHSMV, 2900 Apalachee Parkway, MS #39, Tallahassee, Florida 32399-0570. The fax number is (850)-617-5095 and the e-mail address is*** ***Truancy@flhsmv.gov******. If the license is suspended, present this form to a driver license or a tax collector’s office for reinstatement of your driving privilege. A $45 reinstatement fee is required for a suspended license.***

***Note: This form may only be accepted within 30 calendar days of its completion.***

***HSMV 72870 (07/15)***

### **NOTIFICATION TO THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES**

**FOR A HOME EDUCATION PROGRAM**

This is to provide verification to the Department of Highway Safety and Motor Vehicles that the following student, who received Notice of Intent to Suspend/Withhold Eligibility for Licensure due to non-attendance has been enrolled in a home based education program 30 consecutive days.

Student’s Full Legal Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(First, Middle, Last)

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver License/Control Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Gender: \_\_\_\_Male\_\_\_\_Female

Date of Birth: \_\_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

District Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ District Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Institution Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_

Authorized Signature of School Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Signature must be notarized or school seal affixed)**

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed or Printed Name of Person Signing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Notary Public

 State of Florida at Large

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ My commission expires: \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_

 School Seal

**Original signatures required**.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

For additional information contact:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***You may mail, fax or e-mail this completed form to: DHSMV, 2900 Apalachee Parkway, MS #39, Tallahassee, Florida 32399-0570. The fax number is (850)-617-5095 and the e-mail address is*** ***Truancy@flhsmv.gov******. If the license is suspended, present this form to a driver license or a tax collector’s office for reinstatement of your driving privilege. A $45 reinstatement fee is required for a suspended license.***

***Note: This form may only be accepted within 30 calendar days of its completion.***

***HSMV 72871 (07/15)***