

ATTACHMENT B
Sample Adequate Progress Letter
[DRAFT]

Dear Parent:

North Carolina has new legislation that reflects a coordinated statewide effort to motivate and encourage students to complete high school. A student's driving permit or license will be revoked if a student is unable to maintain adequate progress or drops out of school. This law came into effect August 1, 1998. The Department of Public Instruction (DMV), Division of Motor Vehicles, the Division of Non-Public Schools, and Community College Systems are partners in this effort.

Who is affected by this new law? All North Carolina students under the age of 18 who are eligible for or received a driving permit or license after December 1, 1997, including public school, federal school, home school, private school, and community college students.

Are there new procedures to obtain a permit or license? Yes. To obtain a permit or license, a student must obtain a Driving Eligibility Certificate from the his/her school. DMV will not issue a driving permit or license without a Driving Eligibility Certificate.

What must a student do to retain a permit or license? To retain a driving permit or license, a student must remain enrolled in school and make adequate academic progress which is defined as passing 5 courses per semester.

Are there any exceptions? Yes. A student may apply for a hardship due to medical, work-related, or special education considerations. The specific criteria for granting a hardship, are printed on the back of this letter. If you believe your child qualifies for a hardship, contact your child's Principal.

Notice of Inadequate Progress. Our records indicate that your child **has not made adequate academic progress** in school. By law, we are required to report this information to DMV unless you apply for a hardship within five days of the receipt of this letter. Otherwise your child's driving eligibility will be revoked by DMV based on this information. Please call _____ at _____ by _____ if you have questions about this notification.

Sincerely,

Principal

WINSTON-SALEM/FORSYTH COUNTY SCHOOLS	DRIVING ELIGIBILITY HARDSHIP REQUEST FORM
Parent Name:	School:
Street Address:	Student Name:
City: State: ZIP:	Type of Hardship, please check: <input type="checkbox"/> Medical Considerations <input type="checkbox"/> Work-related Considerations <input type="checkbox"/> Exceptional Children's Considerations <input type="checkbox"/> Other Considerations as specified
Parent's Work Phone:	
Parent's Home Phone:	
<p>I am requesting a Driving Eligibility Certificate for my child. I understand that cases of hardship must be based on specific circumstances that are beyond the control of the student, his/her parents or the school. My or my child's hardship is:</p>	
Signature of Parent/Guardian:	Date:
Date Received:	Decision Date:

(See the back of this form for examples of hardship categories)

WS/FCS Hardships and Appeals.

1. **Criteria.** A Principal or his/her designee may issue a Driving Eligibility Certificate to a student who is not regularly attending school or who is not making adequate academic progress as defined above based on the following criteria:

a. **Medical Considerations** - A Certificate may be issued to a student who is making adequate academic progress in school but who was unable to attend school on a regular basis due to medical reasons as verified by the student's physician in writing. In addition, a student may be issued a Certificate even if the student is not attending school or making adequate academic progress when it is an absolute necessity for the student to have a driver's license to transport a member of the student's immediate family who is legally blind or who has some other medical impairments that require the student to have a license in order to maintain the general welfare of the family as verified by the family's physician in writing.

b. **Work-related Considerations** - A Certificate may be issued to a student if he/she requires transportation to and from a job from which the earnings directly support the basic needs of the family and the student is unable to travel to and from work by other means. The student and the student's parents must submit documentation that the student is working; that the student's earnings go directly to support the family's basic needs such as: food, clothing and shelter; and that the student is unable by any other means to get to and from work.

c. **Exceptional Children Considerations** - If it is determined that a student with a disability does not have the potential to make adequate academic progress and is not making academic progress due to the student's disability, the student may be issued a Certificate. This determination shall be made in consultation with the student's IEP Team.

d. **Other Hardships** - As a general rule, Certificates shall not be issued based on any other hardships. However, if a Principal determines that a student has an extraordinary need for a driver's license, the Principal may submit a written recommendation to the Superintendent or his designee describing for the student's hardship and need for a driver's license along with appropriate documentation in support of the recommendation and the Superintendent or his designee shall determine whether or not to issue the Certificate.

2. **Appeals** - All appeals shall be to the Assistant Superintendent for the High School Division in accordance with the Parent and Student Grievance Procedure, Policy 5145.