



**TRAFFIC SAFETY DIVISION APPLICATION FOR
PERMISSION TO ENROLL IN
DRIVER EDUCATION
CORRESPONDENCE SCHOOL**

The Traffic Safety Division believes that personal instruction is of great benefit to students but recognizes that there are some situations that make it extremely difficult for a student to attend a local driver education course due to distance, availability, schedule or extenuating circumstances. TSD may, in its discretion, grant permission for a student to enroll in a correspondence course **only** if the student meets one of the two conditions set forth below (18.20.3.8 NMAC).

*****Please note that applicants must provide all information requested. Incomplete applications cannot not be processed and will be returned pursuant to the review procedure below.*****

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- complete this application on your computer by using the TAB key or mouse to advance between fields and then print it out, **or** by typing, **or** by printing **legibly** in black ink
- provide all information requested in the application form including the name of the Correspondence School you wish to use
- include copies of all the required documents listed for Condition 2 of the application form
- parent or guardian must sign and date the application
- make a copy of the completed application and required documents for your records
- mail, email, or fax documents to:

**Attn: Essence Hand
UNM-Transportation Safety Center
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001
Phone: 505-277-8771 Fax: 505-277-8975**

If you have any questions concerning this application or any of the forms, please contact Essence Hand by telephone at 505-277-8771 or email at ehand@unm.edu.

Once we have received your application, & provided it meets the criteria for approval, we will email your preferred correspondence school and copy you in that email. **Please allow (2) weeks for processing.** From that point, you will need to contact the school to enroll and obtain a permit referral card after completion of 9 hours of the course is provided.

WE WILL NOT CONSIDER ILLEGIBLE, INCOMPLETE, OR UNSUBSTANTIATED APPLICATIONS.

Request for Driver Education Correspondence School

Name of Student: _____
 Student Date of Birth: _____
 (Applications should be submitted no more than 2 weeks before student's 15th birthday)
 Mailing Address: _____

Parent/Guardian Telephone number: _____
 Parent/Guardian Email address: _____
 Parent/Guardian Name: _____

Name of Correspondence School you wish to use: Cordura Correspondence
 (A list of licensed schools is online: <http://tsc-services.unm.edu/lic/ApprovedProviders.aspx?17>)
 Note: Correspondence schools are at the bottom of the list.)

Condition 1. The student named above is home-schooled in ALL subjects.
 In order for a student to be approved under this condition you must provide verification that you have notified the New Mexico Public Education Department (PED) that you intend to home school this student for the current school year; a copy of the Establishment of a Home School Notification Form or a copy of the confirmation you received if you notified PED electronically. **If you have questions about home schooling, please contact Dolores Archuleta via telephone: 505-827-6909 or email: dolores.archuleta@state.nm.us.**

IF THE STUDENT IS NOT HOMESCHOOLED YOU MAY APPLY UNDER CONDITION 2

Condition 2. Circumstances make it necessary for the student to enroll in a driver ed correspondence school

Name of School student currently attends:	
Address of School City, State, Zip Code	
Telephone Number of School	
Name of Principal or Counselor	
Telephone Number of this Person	
Type of School	Public* <input type="checkbox"/> Private <input type="checkbox"/>

***State law requires public schools to offer Driver Education as part of its curriculum (See NMSA 1978 Section 22-13-12).**

Answer each question by checking YES or NO.	YES	NO
Does the school the student attends provide driver education? If no, attach a letter from the school on official school stationery, signed by the principal/assistant principal or a letter on district letterhead signed by the superintendent/assistant superintendant so stating.		
Is there a driver education school within 25 miles of the student's residence? If no, attach a letter stating the location and distance in driving time to the nearest private driver education school (A list of licensed schools is listed by city on the following website: http://transportation.unm.edu/lic/ApprovedProviders.aspx?17).		

If the school the student attends provides driver education or a private driver education school is within 25 miles of the student's residence, you must indicate the extenuating circumstances that prevent the student from attending driver ed classes locally.

Please answer each question by checking YES or NO.	YES	NO
A. Are there transportation issues that prevent the student from attending local driver ed classes? <i>If yes, please provide supporting documentation of the issues that prevent transporting the student to and from local driver ed classes such as the student's bus schedule or a letter detailing other transportation issues.</i>		
B. Is the student involved in academic activities such as AP or honors classes, school groups or functions, or a work/study program that conflict with a local driver ed class? <i>If yes, attach a letter from the supervising teacher or principal on official school stationery detailing how this activity conflicts with local driver ed classes</i>		
C. Is the student involved in extracurricular activities such as church groups or activities, sponsored sports activities, band, choir, orchestra, volunteer activities, scouting, or FFA that conflict with an available driver education program? <i>If yes, attach a letter signed by the person in charge of the activity on official stationery detailing how this activity conflicts with local driver ed classes</i>		
D. Is the student working at a job that has conflicting hours with an available driver education program? <i>If yes, attach a letter from the student's employer detailing how the student's work hours conflicts with local driver ed classes.</i>		
E. Are there any other extenuating circumstances that prevent this student from attending a driver education program? <i>If yes, please attach a letter detailing the circumstances and their duration (Note: Cost or personal preference are not considered extenuating circumstances).</i>		

By my signature below, I certify, under penalty of perjury, that the information given in this application and all substantiating documents is true to the best of my knowledge and ability. I will assume responsibility in providing behind-the-wheel training for my student.

Parent or Guardian's signature

Date