

Albert Lea Community Education
1011 Hammer Rd | Albert Lea, MN 56007
(507) 379-5318 | M, T & Th 8:30-2:30pm
www.AlbertLeaCommunityEd.org
AlbertLeaCommunityEd@alschools.org



Driver Education Handbook and Contract 2024

Please Select One of the Following Sessions:

- July 8- 19, 2024 | 9:00 am-12:00 pm | ALHS Rm. E113
- July 22- August 2, 2024 | 9:00 am-12:00 pm | ALHS Rm. E113

Please plan ahead and register early. Classes fill quickly.

Early bird registration fee of \$335 ends 2 weeks prior to the start date of class.
After that, the price increases to \$360.
Deadline to register for class is 1 week prior to the start date of class.

What's involved for you, the parent/guardian?

Community Education is pleased to work with you to help educate your child about the importance of their role behind the wheel. As a parent/guardian you are the one who cares most about your teenager's driving ability and safety.

Driver Education instructors are well educated, experienced, licensed teachers and will guide your child through this important educational process in the classroom and behind the wheel. These instructors will be spending 36 hours with your child (30 hours in the classroom and 6 hours Behind the Wheel), but you, the parent/guardian are still the primary influence in your child's life. What you model as a parent/guardian and driver is still very important and will be remembered long after the classroom hours are complete.

Student Discipline

Participating in Community Education Driver's Education is a privilege. Behavior deemed inappropriate by the instructor will not be tolerated. **Any discipline problems (including during break times) will be cause for termination from the program and the fee will not be refunded.**

Student Cancellation

If a student needs to cancel their registration for the Driver Education Program, they must notify Community Education at 507-379-5318. Cancellations are allowed up to **3 business days before** the start of a class in order to receive a full refund. **After that time, there will be no refunds.**

Classroom Training

Students MUST attend the 1st day of class or a waitlisted student will be allowed to take their seat. If your spot is filled due to your absence you will need to contact our office to move your registration to a future class.

Classes will be held for 3 hours each day for 10 days, Monday-Friday. Students must attend all 30 hours to be certified. If a student misses any portion of a class session, it is their responsibility to work with the instructor to make up the lost class time. **If more than two classes are missed**, the student will be dropped from the class and the fee will not be refunded. Copies of the Minnesota Driver's Manual are distributed during in-person sessions, at our office for online sessions or a copy can be found online at: https://dps.mn.gov/divisions/dvs/forms-documents/Documents/Minnesota_Drivers_Manual.pdf

Students will have two (2) weeks, from the classroom completion date, to complete any outstanding course work. If course material is not completed within two (2) weeks, the student will not receive their blue card to test for their permit due to failure to complete the course in the allocated time. They would then need to contact the Community Education office to be re-enrolled in the next available

class, and repeat the entire driver's education class. No refunds will be given.

PLEASE NOTE: It would be in the best interest of your child if they turn 15 near the end of the classroom phase because they cannot take the permit test until they turn 15 years old. **There may be an opportunity for students to take their permit test on the last day of class. In the event that is possible we will need your student's social security number. You will be asked to provide it upon registration.** If testing is unable to be provided the last day of class or your student is not yet 15 years old, students and parents will need to make arrangements to take the written permit test on their own. Testing locations and information can be found at drive.mn.gov.

On the *testing* day, students must bring:

✓ **2 Forms of Identification**

1) **Original copy of certified birth**

2) **AND social security card (not laminated) or current school picture ID or Passport or certified school transcript.**

***The transcript needs to be placed in a sealed envelope by the school official preparing the transcript with a stamp from the school or school name written over the sealed flap. DO NOT OPEN THE ENVELOPE; THE EXAMINER NEEDS TO RECEIVE IT SEALED OR IT IS INVALID.**

✓ **Blue Card (student will receive this from classroom instructor)**

Behind the Wheel Training

- Six (6) hours of behind the wheel training will be scheduled and started upon successful completion of the written exam. It is highly recommended that students start their Behind the Wheel instruction (BTW) within six months of receiving their permit. Call our office 507-379-5317/507-379-5318 to schedule.
 - If a student needs to cancel a scheduled driving appointment, they must notify the instructor **at least 24 hours in advance**. Failure to do so will result in a fee. This fee is **\$35** and needs to be paid at the Community Education Office before the next Behind the Wheel session can be scheduled. A receipt will be issued by the Community Education Office and the student must present it to the driver education instructor before resuming the Behind the Wheel instruction. In accordance with Minnesota State Law (Minnesota Statute 7411.0510 Subp.10), students **MUST** have their driving permit with them during Behind the Wheel sessions.
 - Student must keep a Supervised Driving Log to take the road skills test.
 - 50 driving hours of which 15 hours are at night.
 - OR
 - 40 driving hours of which 15 hours are at night if a **Point of Impact** class is completed by the parent/guardian and the student. For more information on Point of Impact call 507-379-5317.
- **Lost blue or white cards may be replaced at a \$10 charge per card .**

You will not receive any written notice of acceptance in the Driver's Education program. A confirmation email will be sent by our registration system to the email provided on the contract. Paid students will be accepted on a first-come, first-served basis. **A minimum of 20 students must be met for class to be held and a maximum of 40 students will be accepted for each classroom.**

