

Albert Lea Community Education
211 W Richway Dr | Albert Lea, MN
(507) 379-5318 | M-F 8:30am-2:30pm
www.AlbertLeaCommunityEd.org
AlbertLeaCommunityEd@alschools.org



Albert Lea Area Schools Community Education Driver Education Contract 2025

**AVAILABLE
IN-PERSON &
ONLINE SESSION:**

July 7 - 18, 2025 | 9:00am-12:00pm | ALHS Rm. E113
July 21 - August 1, 2025 | 9:00am-12:00pm | ALHS Rm. E113
May 15 - August 31, 2025 | *Registration Closes 7/14/2025*

**Early bird registration fee of \$385 ends 2 weeks prior to the start date of class.
After that, the price returns to \$405.
Deadline to register for class is 1 week prior to the start date of class.**

PARENT/GUARDIAN RESPONSIBILITIES: Community Education is committed to working with you to ensure your child understands the critical importance of safe driving. As a parent/guardian, you play a crucial role in influencing your teenager's driving habits and safety. While our certified and experienced Driver Education instructors will guide your child through 30 hours of classroom instruction and 6 hours of Behind-the-Wheel training, your involvement as a role model remains vital long after the course concludes.

ENROLLMENT CONFIRMATION: Enrollment in Driver's Education is first-come, first-served, with a minimum of 20 and a maximum of 40 students per in-person class. A confirmation email will be sent via our registration system to the email provided during registration.

STUDENT DISCIPLINE: Participation in Community Education Driver's Education is a privilege. Inappropriate behavior, as determined by the instructor, will result in immediate removal from the program with no refund.

CANCELLATION POLICY: To cancel a registration, contact Community Education at 507-379-5318. Cancellations made at least three business days before the start of class are eligible for a full refund. No refunds will be given for cancellations made after this period.

CLASSROOM TRAINING: Attendance on the first day of class is mandatory. If absent, your spot may be given to a waitlisted student. In such cases, contact our office to reschedule your registration for a future class.

Classes run for 3 hours daily over 10 days, Monday–Friday. Students must attend all 30 hours to complete the class. Missed class time must be made up by coordinating with the instructor. Missing more than two classes will result in removal from the course with no refund. Minnesota Driver's Manuals will be provided in person or available online by searching "Minnesota Driver's Manual" and clicking on the link posted by the Minnesota Department of Public Safety.

Students have two weeks from the classroom completion date to finish any outstanding coursework. Failure to do so will result in ineligibility to receive the Classroom Certificate of Completion required for the Knowledge Exam. Students will need to re-enroll in the next available class and repeat the entire course, with no refunds.

PERMIT TESTING: For optimal timing, your child should turn 15 near the end of the classroom phase, as the permit test cannot be taken before age 15. If testing is available on the last day of class, your child's Social Security number and birth certificate will be required. If your child is under 15 or testing isn't available, you'll need to schedule an appointment for the Class D Knowledge Exam online. Visit <https://onlineservices.dps.mn.gov/EServices/> for testing locations and information.

REQUIRED DOCUMENTS ON TESTING DAY:

1. Original certified birth certificate (printed copies not acceptable)
2. Social Security card (not laminated, printed copies not acceptable), current school photo ID, passport, or sealed, certified school transcript
3. If testing at the DMV, your confirmation email from DVS that you have received your Classroom Certificate of Completion

ONLINE CLASS INFORMATION: Albert Lea Community Education has partnered with A+ Driving School to offer fully online Driver's Education courses. The class fee includes online access to complete the Minnesota state requirement of 30 hours of classroom instruction and six hours of Behind-the-Wheel training with our instructors.

Students have a designated amount of time to complete the online training. The course must be completed within the date span listed at registration. Students can work on the material for up to 3 hours per day, allowing them to finish in as few as 10 days. If the course is not completed within the allotted time, students must re-register and pay for the class again. No refunds will be issued. Registration for online classes will close approximately one and a half months before the final date listed in the course registration.

Upon registration, a confirmation email will be sent to the email provided during registration, with a link and coupon code directing you to the online classroom. Please check your spam folder if you have trouble finding it.

COMPLETION: Upon successful completion of the course, you will receive a link to myblueslip.com, where you will select Albert Lea Community Education and follow the prompt to notify our office that your classroom portion is complete. You will receive an email confirmation from the Department of Vehicle Services (DVS) when your Classroom Certificate of Completion is ready, along with an email from Albert Lea Community Education on your next steps. Once received, you will be able to schedule your Class D Knowledge Exam online with the DMV at <https://onlineservices.dps.mn.gov/EServices/>.

BEHIND THE WHEEL (BTW) TRAINING: Once your student driver has a valid permit, our instructors recommend that they first gain driving experience with a parent or guardian before scheduling their training sessions. Students will be provided driving instructions and material that is tested during the student's road exam so that they know what to expect and can prepare. Scheduling the sessions 3–4 months prior to their birthdate/test date is beneficial, as it will allow time to work on needed skills between sessions. Once on the waitlist, an instructor will contact you to schedule three 2-hour sessions. To get started, contact us at 507-379-5318 and provide us with the following information to be added to our waitlist: first and last name, date of birth, permit number, and best contact number for scheduling purposes.

- By Minnesota law, students must carry their driving permit during BTW sessions.
- A Supervised Driving Log must be maintained for the road skills test:
 - 50 hours of driving, including 15 at night, **OR**
 - 40 hours of driving, including 15 at night if the Point of Impact class is completed by both parent/guardian and student. Contact 507-379-5318 for details.

CANCELING A BTW SESSION: To cancel a BTW session, notify the instructor at least 24 hours in advance. Failure to do so will incur a \$35 fee, payable at the Community Education Office before scheduling the next session.

Albert Lea Area Schools Community Education Driver Education Contract 2025 Registration Form

RETURN CONTRACT & PAYMENT TO: Community Education Enrichment Office, 211 W Richway Dr, Albert Lea, MN

Please select one of the following sessions:

- ☐ **IN-PERSON: July 7 - 18, 2025** | 9:00am-12:00pm | ALHS Rm. E113
☐ **IN-PERSON: July 21 - August 1, 2025** | 9:00am-12:00pm | ALHS Rm. E113
☐ **ONLINE COURSE: May 15 - August 31, 2025** | *Registration Closes 7/14/2025*

Please use your full legal name as it appears on your certified birth certificate to complete this registration.

All documentation must match to avoid any delay in receiving your permit and license. Paid students are accepted on a first-come, first-served basis, with a minimum of 20 and a maximum of 40 students per class for in-person classes.

PLEASE PRINT CLEARLY

Student's Full Legal Name: _____
First Middle Last

Date of Birth: _____ Age: _____ Grade: _____ Social Security #: _____

Albert Lea School District Student Email: _____

Does your student have a current or previous Minnesota license, permit, or ID number? Yes or No

If yes, MN Driver's License/Permit/ID Number: _____

Parent/Guardian Name Printed: _____

Address: _____
Street City Zip

Parent Phone Number: _____ Student Phone Number: _____

Parent/Guardian Email: _____

Early Bird Registration Fee: \$385 Regular Registration Price (applied 2 weeks before start date): \$405
Checks (made payable to District 241), cash or credit cards accepted.

I have fully and completely read the information provided and agree to abide by the rules and regulations set forth by the Albert Lea Community Education Driver Education Program and the statutes set by the State of Minnesota. I understand that I may request a written copy of this document. By signing below, I confirm that I have shared this information with my student, and we both understand and agree to the conditions of this contract.

Parent or Guardian Signature: _____ Date: _____