



Jefferson Parish Schools Driver's Education Parent's Handbook & Introduction to the Driver's Education Program

DRIVER'S EDUCATION INFORMATION

LOCATIONS:



Eastbank: East Jefferson High School
400 Phlox Street
Metairie, Louisiana 70001

Westbank: John Ehret High School
4300 Patriot Street
Marrero, Louisiana 70072



FEES:

38 Hour Course: \$470.00

8 Hours Behind-The-Wheel Training: \$295.00

Additional Behind-The-Wheel Training: \$40.00 per hour

⚠ Late Pick up Fee: ⚠

All classes conclude promptly at 8:00 PM, or 4:00 PM during the summer term. Students must be picked up within 15 minutes of dismissal. A late pickup fee of \$1 per minute will accumulate after 8:15 PM and must be settled upon retrieving the certificate of completion.

****Above fees do not include online processing fees****

For more information please contact Anne Early 504-365-5368

DRIVER'S EDUCATION GENERAL INFORMATION

Getting your teenager on the road involves a few specific steps in Louisiana. Here is a breakdown of the requirements for permits and licenses.

Learner's Permit

Yes, your child can get a permit, but they must first pass a 38-hour driver's education course. While driving with a permit, the following rules apply:

- **Supervision:** A licensed adult (21+) must be in the front seat.
- **Passengers:** Only one other person is allowed in the vehicle.

Driver's License

The minimum age for a Class E license in Louisiana is 17. Requirements include:

- **Education:** A 38-hour driver's ed course and an official certificate of completion.
- **Curfew:** 17-year-olds cannot drive between 11 p.m. and 5 a.m.
- **Legal Status:** Anyone under 18 who is unmarried and not emancipated is considered a minor.

The 8-Hour Driving Requirement

Even if a student already holds a license from elsewhere or has prior experience, they must complete the 8-hour behind-the-wheel portion of the course. This is a state mandate required to receive the final certificate.

DRIVER'S EDUCATION FEES

Course Fees

- \$470.00 – Full 38-Hour Driver's Education Course
- \$295.00 – 8-Hour Behind-the-Wheel Training Only

Testing & Document Fees

- \$40.00 – Road Skills Test (Required for Intermediate or Full License)
- \$15.00 – Replacement or Additional Copies of Certificates

Hourly & Incidental Fees

- \$37.00 – Additional Behind-the-Wheel Training (Per Hour)
- \$1.00 – Late Pick-Up Fee (Per Minute, applied if a student is picked up more than 10 minutes after class dismissal)

Important

- Full payment of all fees is required before the student's Certificate of Completion will be released.

Late Pick-up



from Class



DRIVER'S EDUCATION GENERAL INFORMATION

Continued...

In Louisiana, you can get a Class E driver's license at 17, provided you finish a 38-hour driver's ed course. Until you turn 18, you cannot drive between 11 p.m. and 5 a.m.

Key Requirements & Permits

- **Learner's Permit:** Available only after passing the 38-hour driving course.
- **Permit Rules:** You must have a licensed adult (21+) in the front seat; no other passengers allowed.
- **TIP Card:** Every student must get a Temporary Instructional Permit from the OMV before starting class.
- **Driving Hours:** The 8-hour behind-the-wheel portion is mandatory to get your certificate, even if you already have a license.

OMV Checklist (TIP Card)

To get your TIP card, book an appointment at expresslane.org and bring:

Original Birth Certificate

Original Social Security Card

School ID

A parent with a valid Louisiana ID

 **Note:** You no longer need a school enrollment form. If the OMV asks for one, have them call the state office at 225-925-1795

REGISTRATION

A parent or guardian must complete the online Jefferson Parish Schools (JPS) Driver's Ed registration form, upload a photo of the student's Temporary Instructional Permit (TIP), the student's Birth Certificate, and a photo of the parent/guardian's state issued photo ID. The 38 hour program covers both the 30 hours of classroom lessons and 8 hours of mandatory behind the wheel driving hours.

Registration Steps

- **Get a TIP Card:** Visit the OMV to obtain a Temporary Instructional Permit. You can book an appointment at expresslane.org.
- **Apply Online:** Complete the JPS registration form.
- **Upload Documents:** You'll need to submit the TIP card, birth certificate, parent/guardian ID, and any custody papers.
- **Pay the Fee:** An email will be sent with the School Cash Online payment link after your registration and documents have been verified.

Key Details

- **Cost:** \$470.00 (plus online fees)
- **Ages:** 15 to 17 years old.
- **Format:** 30 hours in person classroom instruction plus 8 hours of behind-the-wheel training.
- **Contact:** Call (504) 365-5368 or email anne.early@jpschools.org.

 **Pro Tip:** Seats fill up fast! Check the JPS Driver's Education page regularly for the latest schedules and availability.

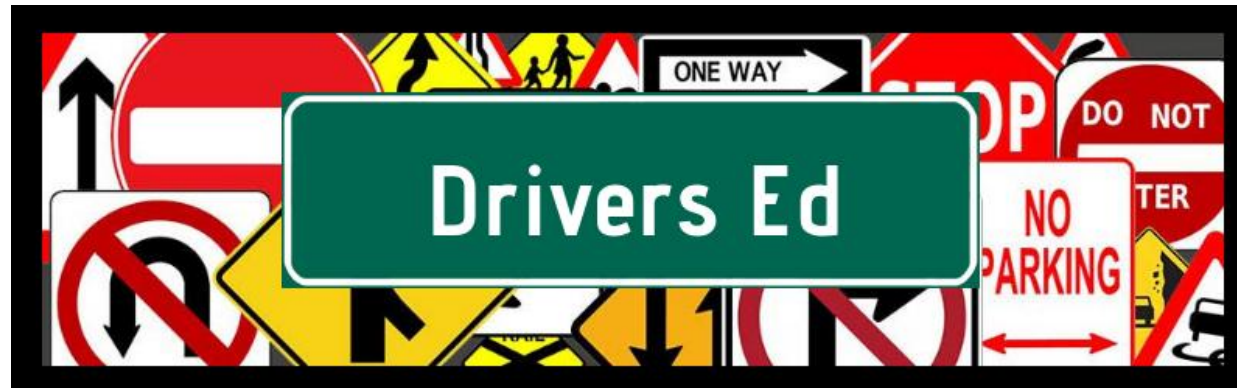
Important Notes

- **Returned/Disputed Payments:** If payment is returned NSF or disputed, the student will be held from completing the behind the wheel training and/or the certificate of completion may be withheld until the NSF fees are paid in full.

DRIVER'S EDUCATION CLASSES

The Jefferson Parish Schools Driver's Education course runs for 10 days over a two-week period, from 5:00 PM to 8:00 PM daily (3:00PM – 6:00 PM for the JPS Summer Session). Per state law, 100% attendance is mandatory to complete the 30-hour requirement; arriving late or leaving early results in a failing grade. No make-up sessions are available, and students who miss any in person class time must retake the full course at their own expense.

- **Technology:** Phones and electronic devices are prohibited during instruction and testing. Students may use devices outside during their scheduled breaks.
- **Conduct:** Cheating is strictly forbidden and will result in immediate dismissal without a refund.
- **First Day:** Students and parents must meet in the school cafeteria at 5:00 PM (3:00 PM for Summer Session) on Day 1 to complete and sign State of Louisiana OMV required paperwork. No registration reminders will be sent.



DRIVER'S EDUCATION OVERVIEW & INFORMATION

Program Requirements & Details

To enroll, students must meet these state standards:

- **Age:** 15–17 years old (must be 15 by day one).
- **Grade:** 8th grade or higher.
- **Schooling:** Enrolled in local or home school.
- **Exceptions:** Other cases reviewed individually.

Certification & Staff

- **Accreditation:** Fully licensed by the Louisiana DMV.
- **Instructors:** Certified LA High School teachers.
- **Credentials:** All staff hold valid state teaching certificates.



Critical First Step: The TIP

You must obtain a Temporary Instructional Permit (TIP) from the OMV before the first day of registration.

DRIVER'S EDUCATION OVERVIEW & INFORMATION

CONTINUED...

Course Structure

Classroom Phase (30 Hours)

- **Format:** In-person instruction only.
- **Attendance:** Every hour is mandatory.
- **No Make-ups:** Missed classes require a paid retake.
- **Passing:** Need 80%+ and a pass on the OMV written test.

Driving Phase (8 Hours)

Format: Behind-the-wheel training.

Prerequisite: Must complete the classroom phase first including OMV written test.

Session Schedules

Classes run Monday through Friday for eleven days: **(Classes have been extended one day to accommodate Office of Motor (OMV) Vehicles Testing)**

Fall, Winter, Spring: 5:00 PM – 8:00 PM

Summer: 3:00 PM – 6:00 PM

DRIVER'S EDUCATION CREDIT

Program Certification

The Jefferson Parish Schools Driver's Education program is fully certified by the Louisiana Department of Motor Vehicles (OMV). Every instructor is a state-certified high school teacher.

Classroom Experience

The **curriculum** involves lectures, instructional videos, and daily note-taking. Students are tested nightly on several key areas:

- Road signs, signals, and pavement markings
- Right-of-way rules and state regulations
- Vehicle operation (steering, stopping, starting)
- Basic maneuvers like turning and parking

Academic Credit

Students earn a 1/2 Carnegie Unit credit upon successful completion. To pass, the State of Louisiana requires:

- 80% or higher in the classroom portion
- 70% or higher during behind-the-wheel training

A pass/fail notification is sent directly to the student's school by the Community Programs Technician to ensure the credit is applied to their transcript.

Grading & Requirements

Grades are determined by class participation, test scores, and driving performance.

- **Mandatory Progress:** Students must pass the classroom phase to move on to driving.
- **Refund Policy:** If a student fails the classroom portion, no refund is issued for the driving segment.
- **Retakes:** Students may pay to retake the classroom portion in a future session; in this case, the previous payment for the driving portion will still apply.

DRIVER'S EDUCATION GRADE REPORTING & COMPLETION POLICIES

How Grades Are Reported?

Once a student successfully completes the course, the Community Programs Technician for Jefferson Parish Schools (JPS) will send a Certificate of Successful Completion directly to the student's school. The school then uses this certificate to apply the 1/2 Carnegie unit of credit to the student's record **as an elective**.

Incomplete Course Policy

If a student is unable to finish classroom instruction or behind-the-wheel training due to personal or unexpected circumstances, the following rules apply:

- **No Refunds:** No monetary refunds will be issued for incomplete courses.
- **Rescheduling:** Students must reschedule the missing portions to receive credit and their certificate.
- **Retake Fees:** An additional fee may be charged if a student must retake the class in a later session.
- **Medical Exceptions:** If the incompleteness is due to a medical issue, a doctor's note must be submitted before the student is permitted to reschedule.

GENERAL RULES & POLICIES

Cell Phone Policy

Per Act 313, students are prohibited from having cell phones or electronic devices on them during class. Violating state law or JPS policy may result in immediate removal from the program and forfeiture of all fees.

Discipline & Conduct

- All students must follow **Jefferson Parish Schools** discipline guidelines.
- **Zero tolerance** for foul language.
- Students who cause disruptions will be **dismissed without a refund**.

Dress Code

While school uniforms aren't required, students must follow the JPS dress code during classroom and "behind-the-wheel" sessions:

- **No** pajamas, slippers, or flip-flops.
- **Closed-toe shoes** are mandatory at all times.

DRIVER'S EDUCATION CLASS SCHEDULE

Session Dates

- Classes run four times a year: Fall, Winter, Spring, (5:00 PM - 8:00 PM) and Summer (3:00 PM – 6:00 PM).

Eligibility Requirements

- **Age:** 15 to 17 years old (must be 15 by day one).
- **Grade:** At least 8th grade.
- **School:** Must be enrolled in a local school or home-schooled.

Course Breakdown

- **Classroom:** 30 hours of in-person learning, plus one additional day to complete the OMV Testing.
- **Testing:** Pass the class (80%+) and the OMV written test.
- **Driving:** 8 hours of behind-the-wheel training. Pass the Behind-the-Wheel Training (80%),

Contact for Dates

Schedules vary by session. For current times, contact the Office of Community Programs:

Phone: 504-365-5368

Email: anne.early@jpschools.org

LATE PICK UP

All classes conclude promptly at 8:00 PM, or 4:00 PM during the summer term. Students must be picked up within 15 minutes of dismissal. A late pickup fee of \$1 per minute will accumulate after 8:15 PM and must be settled upon retrieving the certificate of completion.

DRIVING LOGISTICS AND FAQs

Course Scheduling & Timeline

- **When will I drive?** Your instructor will text you to schedule based on our current rotation.
- **How long does it take?** Per Louisiana law, schools have 120 days (about 4 months) from the end of class to finish your 8 hours of training.
- **Can I do it all in one day?** No. State rules require the 8 hours to be split into three or more separate sessions.

Locations & Routes

- **Pick up Location:** The instructor provides pickup from the student's residence.
- **Please be on time.** If you aren't ready within 5 minutes, we will need to reschedule you. To keep our schedule running smoothly, you'll be moved to the end of the waiting list.
- **Driving Routes:** We'll navigate through city streets, residential neighborhoods, and major expressways. Our travel includes interstates and bridges, as we are authorized to use all Louisiana roadways.

Vehicle & Instructors

- **Driving Instructors:** All instructor assignments are handled internally, therefore we cannot accept individual requests.
- **Vehicle:** Students will be driving a Jefferson Parish Schools vehicle, which is fully insured for both the student and the car during training.

CERTIFICATE OF COMPLETION

The Certificate of Successful Completion (COC) is the official credential awarded to students who fulfill all program and Louisiana state mandates.

Collection Process

- **Notification:** The parent/guardian will receive an email once your paperwork is verified and ready for pickup.
- **Location:** 501 Manhattan Blvd., Suite 2200, Harvey. 8:00 AM until 3:00 PM
- **Requirements:** A parent or legal guardian must be present with a photo ID to sign for the Certificate of Completion.
- **Appointments:** If a guardian cannot attend the initial pickup, you must schedule an appointment to sign and collect the certificate.
- **NOTICE:** If a student owes fees for late pick up, paperwork will not be released until fees are paid in full.

What You Receive

- **Two Copies:** One for your personal records and one original in a sealed envelope for the OMV.
- **DMV Rule:** The sealed envelope must remain closed for submission to the OMV.
- **ID Policy:** Certificates are only released to the student or guardian with a valid photo ID.

Important Notice

- **Replacement Fee:** A \$15.00 fee applies to additional record copies or if a sealed envelope is opened before OMV return.

CLASSROOM INSTRUCTION

Jefferson Parish Schools provides the 38-hour driver's education course quarterly, with sessions available in the fall, winter, spring, and summer.

Registration Requirements

- **Get a TIP:** Students must have a Temporary Instructional Permit from the DMV.
- **Review & Sign:** Parents and students must review the Parent's Handbook and Introduction to Driver's Education Program Manual, and return the signed acknowledgment form.
- **Register Online:** Complete the registration fee with an upload a photo of the front of the TIP card, student's birth certificate/custody paperwork, and a photo of the front of the parent/guardian's state issued License or ID
- **Payment:** Upon verification of all required documentation, a payment link will be issued via email.

Program Standards

- **Hours:** Includes 30 hours of classroom time and 8 hours of Behind the Wheel driving.
- **OMV Written Test:** Upon completion of the the 30-hour classroom session, the OMV written exam will be administered online.
- **Grading:** Students need at least 80% in class and 70% behind the wheel to pass.
- **Updates:** Parents will receive an email once all training is completed

Picking up your Certificate of Completion (COC)

- **Where:** 501 Manhattan Blvd., Suite 2200, Harvey, LA.
- **When:** Mon–Fri, 8:00 AM to 2:30 PM.
- **Who:** A parent or guardian must pick it up with a photo ID.



REQUIREMENTS, FOR TIP CARD, PERMITS, OR LICENSES

- To get your temporary instructional permit (TIP) or driver's license, you must schedule an appointment at www.expresslane.org by selecting "Book Appointment."

Applicants Ages 15–17

- **You must bring the following:**
- Birth Certificate (Original)
- Social Security Card (Original)
- School Photo ID
- Proof of Louisiana Residence
- A Parent or Guardian (Must have a valid state ID or driver's license)

Applicants 18 and Older

- You must bring the following:
- Birth Certificate (Original)
- Social Security Card (Original)
- Two Proofs of Louisiana Residence (Or a current state-issued photo ID)



BEHIND THE WHEEL ASSESSMENT / ROAD SKILLS TEST

The DMV no longer conducts behind-the-wheel road tests. Instead, these are now handled by licensed third-party testing (TPT) agents. You can use a Jefferson Parish Schools instructor or find a full list by searching "LA TPT" online.

💰 Testing Fees

Cost: \$40 (paid directly to the agent, fees are set forth by the State of Louisiana OMV).

Note: This fee is not included in your 38-hour Driver's Ed course.

🚗 Jefferson Parish Schools TPT Agents

- Lance Carlson: 985-590-7994 (EB)
- Anne Early: 504-202-3522 (EB, WB)
- Billy Lagasse: 504-313-8653 (EB)
- Juanita McGowan: 504-214-2460 (WB)
- Wilmer Rivas: 504-710-1888 (WB)
- Marlene Matherne: 504-343-8986 (WB)

📋 Important Reminders

- **Validity:** Your Louisiana Certificate of Completion is valid for 5 years.
- **Next Step:** Visit the DMV to get your permit or license immediately after finishing the course.



DRIVER'S EDUCATION RULES & REGULATIONS

Parents, please review the following guidelines with your student:

Conduct & Behavior

- **Follow All Policies:** Students must obey all JP Schools rules during class and the 8-hour driving sessions.
- **Respect Others:** Foul language or disrespect toward teachers and peers is strictly prohibited.
- **Zero Tolerance for Aggression:** Any aggressive behavior results in immediate dismissal.
- **Attendance:** Students must attend all 30 hours of in-person classroom instruction.
 - Promptness is **mandatory**.
 - Arrivals exceeding 10 minutes will be turned away.
 - Registration for a **new session** is required at the **student's expense**.

Dress Code

- **Appropriate Attire:** Uniforms aren't required, but clothing must be modest and non-distracting.
- **Prohibited Items:** No pajamas, low-cut tops, or see-through clothing.
- **Footwear:** Closed-toe shoes are mandatory for both classroom and driving portions.

Program Integrity & Discipline

- **Proprietary Materials:** Notes and tests are JP Schools property and may not be copied.
- **Immediate Dismissal:** Violating any rules—from day one through the final driving hour—will lead to removal.
- **Consequences:** If dismissed, parents will be notified, no grade will be issued, and no refunds will be provided.

LOUISIANA GRADUATED LICENSING PROGRAM FOR MINORS



Required Steps for Minors

Get a Temporary Instructional Permit (TIP)

- **When:** Before starting any driver's education course.
- **Where:** Visit a local Office of Motor Vehicles (OMV) in person.
- **Purpose:** To verify identity and allow students to drive with an instructor.

Complete Driver's Education

- **Requirement:** 30 hours of classroom learning plus 8 hours of driving instruction.
- **Provider:** Must be through a high school or licensed driving school.
- **Proof:** You must present the course completion certificate to the OMV when applying for your license.

Pass OMV Examinations

- **Vision:** You must pass a visual exam at the OMV.
- **Standard:** At least 20/40 vision in one or both eyes is required.

Important Documentation

- **Guardian ID:** A parent or legal guardian must accompany the minor and have a valid ID with the same address.
- **Identity Documents:** Bring a certified birth certificate and Social Security card to obtain the TIP.
- **Fees:** The TIP costs \$32.25, plus potential service fees up to \$6.00 at certain locations.



Pro Tip: Save time by scheduling an appointment online before visiting the OMV.

LOUISIANA GRADUATED LICENSING PROGRAM FOR MINORS

CONTINUED...

Phase 1: Learner's Permit (Ages 15–16)

- **Supervision:** You must drive with a licensed adult (21+) or a sibling (18+).
- **Duration:** You must hold this permit for at least 180 days (6 months).
- **Next Step:** You cannot move to the intermediate stage until you turn 16.

Phase 2: Intermediate License (Age 16)

- **Prerequisites:** Complete Phase 1 and pass the road skills test.
- **Practice Hours:** A parent or guardian must certify you completed 50 hours of driving, including 15 hours at night.
- **Night Curfew:** Driving is restricted between 11:00 p.m. and 5:00 a.m. unless a licensed adult (21+) or sibling (18+) is with you.
- **Passenger Limit:** From 6:00 p.m. to 5:00 a.m., you may only carry one passenger under 21 (excluding immediate family).
- **Duration:** You must keep this license until you turn 17.

💡 **Quick Tip:** Keep a log of your driving hours and nighttime sessions now so it's easier for your parents to sign off later.

Stage 3: Full Driver's License

You can apply for a Class E license at age 17. At this stage, you can choose to keep a learner's permit for more practice or go straight for the full license if you meet the requirements.

Requirements

- **Age:** Must be at least 17 years old.
- **Prerequisite:** Completion of Stages 1 and 2 OR being age 17+ for a first-time license.
- **Testing:** You must pass an on-the-road driving test to remove the "licensed passenger" restriction.

LOUISIANA GRADUATED LICENSING PROGRAM FOR MINORS

CONTINUED...

Checklist for the OMV

Bring these documents:

- Original or certified birth certificate.
- Social Security card.
- Student school photo ID.
- Sealed envelope with completed OMV written test.
- Sealed envelope for behind-the-wheel test (if taken via third party).
- A parent with a valid Louisiana ID/License (must share your address).

Vehicle requirements (for the test):

- Valid inspection tag and plate sticker.
- Proof of registration.
- Proof of insurance.

Fees & Validity

- **License Validity:** 6 years.
- **Full License Fee:** \$32.25.
- **Learner's Permit:** No fee.
- **TIP (Temporary Instructional Permit):** \$32.25.

For questions or concerns, please contact the Jefferson Parish Schools Driver's Education Program at (504) 365-5368.

Unresolved Grievances

If the school cannot resolve your issue, you may forward your grievance to:

Department of Public Safety and Corrections
Public Safety Services, Office of Motor Vehicles

Attn: Training and Certification Unit
P.O. Box 46886
Baton Rouge, LA 70896-4886
(225)-925-1798

Next Steps for Parents

You have finished the parent information section. To continue:

- Complete the student registration form online.
- Submit the TIP card to the Office of Community Programs.
- Pay all fees in full.

Note: Participation is only guaranteed once the form, TIP card, Birth Certificate, Parent/Guardians Photo ID, and full payment are received.





Jefferson Parish Schools

Driver's Education

Parent & Student Procedures and Policies

We've read and understood the driver's education policies for parents and students. I acknowledge that the Temporary Instructional Permit (TIP) allows the student to drive only when a licensed instructor is present. We agree that the student named below is responsible for following all rules and regulations.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____