



straightforward
driving school

CHECKLIST:IN-PERSON PT 2 (DRIVING TEST)

- ***964 CERTIFICATE** (for driver license only – 32hr classroom & *14hr behind the wheel completed)
- ***VOE** (verification of enrollment within the last 30 days)
- ***30 HOUR LOG** (completely filled & signed)
- **PARENT/GUARDIAN** (showing up to sign & 2 proofs of residency in the last 90 days)
- **PERMIT**

*sample/details on next page

DPS COPY TEXAS DRIVER EDUCATION CERTIFICATE (Type or print legibly in black ink) CONTROL NO. D

FOR DRIVER LICENSE ONLY

Driver Education School TDLR Parent Taught Course Duplicate (Original Control # _____)

Transfer (See Back for Details)

7 hours behind-the-wheel instruction and 7 hours in-car observation _____ hrs simulator instruction (min 4/max 12); _____ hrs multi-car training (min 2/max 6); _____ hrs behind-the-wheel instruction (min 4 hrs); _____ hrs in-car observation

Name: Last _____ First _____ Birth _____ / ____ / ____ Female

Permit #: _____ Classroom Completion: _____ / ____ / ____ History (if any) Completed: _____ / ____ / ____

I hereby certify that the person indicated has completed and passed the classroom and the behind-the-wheel driver education course approved by the Texas Department of Licensing and Regulation.

Signature of Head Driver Education Instructor _____ Signature of TDLR Parent Taught Course Instructor _____ Name of School or TDLR PT Course _____

Signature of TDLR Parent Taught Course Instructor _____ Signature of TDLR Parent Taught Course Instructor _____ Date Issued _____

30 hours behind-the-wheel instruction, including at least 10 hours of instruction that took place at night

I hereby certify that the person indicated has completed the additional behind-the-wheel instruction in the presence of an adult who meets the requirements of Section 521.222(d)(2), Transportation Code.

Signature of Instructor _____ Driver License Number _____ Date _____

WARNING: You may commit a crime if you give this driver education certificate to the Department of Public Safety or to an insurance company and you did not complete the course of hours as indicated. You may also commit a crime if you put any information on this certificate that is not true.

UNLAWFUL IF REPRODUCED OR ALTERED - INVALID IF STATE SEAL IS NOT VISIBLE DE-964 (Rev. 9/11/15)

← 964 certificate [for driver license only]

VOE (verification of enrollment) →

School Name/Home School _____ Verification of Enrollment and Attendance (VOE) Form County/District/Campus No. (If Applicable) _____

Planned Use of Data: To provide documentation of enrollment and attendance status to the Texas Department of Public Safety (DPS) for a student applying for a learner's license and/or a license to operate a motor vehicle. The student presents the completed form to DPS. **DO NOT** provide this VOE to the Texas Education Agency (TEA).

Authority: Section 521.204 of the Texas Transportation Code requires students under age 18 who have not obtained a high school diploma or its equivalent to be enrolled in a public, charter, home, or private school; GED Program; or Institution of Higher Education and meet specific enrollment conditions to obtain or renew a license.

Contact: DPS or TEA/Driver Training

Issuing VOE Forms: The issuance or denial of the VOE is strictly a local school, charter, GED program, or institution decision. Neither DPS nor TEA can alter a VOE decision. **It is recommended that schools, charters, GED programs, and institutions of higher education clearly outline all requirements for issuance of a VOE and establish a formal, published policy to support the requirements.**

Texas Education Code, Section 25.002 states that a student may not be given credit for a class unless the student is in attendance for at least 90% of the days the class is offered. The 90% attendance rule applies when determining VOE eligibility. Schools can accept decisions of attendance committees when considering VOE eligibility. Summer school does not count as make-up time for attendance purposes unless the attendance committee makes summer school attendance a part of a student's plan to make up days missed. For students in grades eight and below, absences may be aggregated on the basis of a scholastic year. For students in grades 9-12, absences may be aggregated on the basis of a scholastic semester (traditional, condensed, accelerated, block, etc.).

VOE Eligibility:

1) The school considers the student currently enrolled at the time the student applies for the VOE; and
 2) The school awarded the student credit for each class the semester prior to application for the VOE.

If the student was not awarded credit for each class the semester prior to application for the VOE, the school should examine attendance records for the semester prior to application for the VOE and determine whether the student was present 90% of the time each class was offered. If so, the VOE may be issued. If the student did not receive credit and did not attend 90% of their classes, the school attendance committee and/or administration may approve a plan establishing conditions for the student to meet in order to receive a VOE.

A student must meet one of the following requirements to receive a VOE. The individual certifying attendance verifies on behalf of the school, program, or institution the following as true and correct by marking the appropriate box and affixing a legal signature to this form. Entities may personalize and/or develop their own VOE provided all pertinent information contained on this form is incorporated.

Public, charter, home, or private schools: The public, charter, home, or private school should mark this box and issue the form to any student who is currently enrolled AND either:
 (1) met minimum attendance for class credit (90 Percent Rule) in each class they were enrolled in semester,
 (2) received credit for all courses taken in the previous semester; OR
 (3) has complied with the conditions established by the school to receive this VOE form.

GED programs: GED programs mark this box and issue the VOE to any student who:
 (1) is currently enrolled,
 (2) has been enrolled in the program for a minimum of 45 calendar days, and
 (3) is meeting the attendance requirements prescribed by the GED program.

Institutions of higher education: Institutions mark this box and issue the form to students who have not obtained a diploma or its equivalent but are enrolled and attending as prescribed by the institution. Note: Institutions can issue a letter signed by an official of the institution stating that (1) the student is currently enrolled and (2) the student is meeting the institution's attendance requirements instead of issuance of this form.

Typed or Printed Name of Student _____ Date _____ Student Signature * _____

Typed or Printed Name and Title of Administrator/Designee _____ Area Code & Telephone _____ Issuance Date _____ Administrator/Designee Signature _____
 / /
 Month Day Year

Parent/Guardian Permission: I grant my permission for the Texas Department of Public Safety (1) to access my child's school enrollment records and (2) for a school administrator or law enforcement officer to notify DPS in the event that my child has been absent from school for a least 20 consecutive instructional days.

Parent/Guardian Signature: _____ Date: _____

Expiration: Any VOE issued during the school year (traditional, year round, etc.) expires 30 days after issuance. Any VOE issued the last 5 days of the school year will expire the first day of the following school year.

* A student is not required to sign in the presence of the person certifying attendance. The signature of the student can be placed on the form before or as it is presented to DPS.

THE VOE IS A GOVERNMENT RECORD AS DEFINED UNDER TEXAS PENAL CODE, 37.01(2). ANY MISREPRESENTATION BY THE APPLICANT OR PERSON ISSUING THE FORM MAY RESULT IN DENIAL OF AN APPLICATION FOR A TEXAS DRIVER'S LICENSE AND/OR CRIMINAL PROSECUTION.

VOE (Rev. 07-2012)

← 30 HOUR LOG

BEHIND THE WHEEL INSTRUCTION LOG 30 HOURS

Behind-the-Wheel Instruction Guide may be downloaded or printed from

The 30 hours of behind-the-wheel practice must be completed in the presence of an adult who meets the requirements of Section 521.222 (d)(2), Transportation Code before the young driver is eligible for a provisional license. Only one (1) hour of behind-the-wheel instruction per day will count towards the 30 hours regardless of the number of hours the student actually drives in a day.

Student's Name: _____ DL #: _____

Lesson Time	Practice Session	Date	Time (am/pm)	Daytime Hours	Nighttime Hours	Adult's Signature and DL #
2 hours	Getting Ready, Starting, Planning the Vehicle in Motion, and Stopping	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
3 hours	Moving, Shifting, Steering, Knowing Where You Are	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
1 hour Backing	30 minutes	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
4 hours	Turning, Lane Position, and Visual Skills	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
3 hours	Searching Intended Path of Travel	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
1 hour Parking	30 minutes	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
2 hours Turnabouts	1 hour	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
4 hours Multiple Lane Roadways	1 hour	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
5 hours City Driving	1 hour	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
5 hours Expressway/Freeway Driving	1 hour	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
TOTAL				30 hours minimum	10 hours minimum	

I certify and endorse that the above record is true and correct and my student has completed 30 hours of guided practice which includes at least 10 at nighttime.

Parent/Guardian's Signature (if over 18 years of age student's signature) _____ Date _____

When your teenager is eligible for the provisional license take this log, the DE-964 driver education completion certificate and with the other required documents to the Department of Public Safety. Required documents: (1) Valid Learner's License (Instruction Permit); (2) Verification of Enrollment and Attendance Form; (3) DE 964 or course completion certificate; (4) 30 Hours Behind-the-Wheel Practice Log; (5) The vehicle used for the Road Test must be able to pass an inspection where everything works properly, have a valid inspection sticker, valid registration sticker, and current insurance; (6) Money to pay for license.

Texas Education Agency/Texas Department of Public Safety Parent Guide 30 Hours/rev 08/06/2013