



**straightforward**  
driving school

## **CHECKLIST: PARENT TAUGHT PT 2 (DRIVING TEST)**

- **(PTDE) PARENT TAUGHT DRIVER EDUCATION PROGRAM GUIDE RECEIPT**
- **\*964 CERTIFICATE** (for driver license only – 32hr classroom & \*14hr behind the wheel completed)  
*if any dates are hand-written in, please have log to match\**
- **\*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

**TEXAS DRIVER EDUCATION CERTIFICATE**  
 (Type or print legibly in black ink)  
 CONTROL NO. PT [REDACTED]  
**FOR DRIVER LICENSE ONLY**

Parent taught Driver Education (PTDE) Course  Duplicate (Original Control # PT [REDACTED])

Transfer: (see below)

Laboratory (In-Car): 7 hours Behind-the-Wheel Instruction and 7 hours In-Car Observation

Name: **HOANG HELEN** Date of Birth: **5/16/2004**  Female  
 Last First

Learner License #: [REDACTED] Classroom Completion: **08/26/2020** Laboratory (In-Car) Completion: [REDACTED]

I hereby certify that the person indicated has completed and passed both the classroom and the laboratory phase of a Parent Taught Driver Education course approved by the Texas Department of Licensing and Regulation.

Signature of PTDE Instructor: [REDACTED] PTDE Instructor DL #: [REDACTED] PTDE Course Name: [REDACTED]  
 Signature (Optional) PTDE Course Provider: [REDACTED] PTDE Course Number: [REDACTED] Date Issued: [REDACTED]

30 hours behind-the-wheel instruction, including 7 hours behind-the-wheel instruction that takes place at night

I hereby certify that the person indicated has completed the 30 hours behind-the-wheel instruction in the presence of an adult who meets the requirements of Section 521.222 (d)(2), Transportation Code.

Parent/Legal Guardian Signature: [REDACTED] Driver License Number: [REDACTED] 30 Hour BTW Completion Date: [REDACTED]

**UNLAWFUL IF REPRODUCED OR ALTERED** PT DE-964 (Rev. 11/18)

TRANSFERRING TO: [REDACTED] SCHOOL, ESC, COLLEGE, OR UNIVERSITY

Prepare this Texas Driver Education Certificate, and provide copies of the student's instruction records verifying the number of hours and curriculum completed. Mail or deliver the documents to the receiving chief official of the school or parent/guardian.

If you have reason to believe that the minimum requirements are not being met or to file any complaint related to the driver education program, you are encouraged to contact Texas Department of Licensing and Regulation, PO Box 12157, Austin, TX 78711; or call (512) 463-6599 or (800) 803-9202. (All complaints must be in writing. You may request anonymity.)

← 964 certificate  
 [for driver license only]  
 (signatures of PTDE)  
 FILLED IN **BLACK INK**

**TDLR LOG SHEET**  
 straightforward driving school

**IN-CAR OBSERVATION & BEHIND-THE-WHEEL INSTRUCTION LOG**

The correct (1) issue of these observation and in-car (2) hours of behind-the-wheel instruction must be completed by the parent/legal guardian and returned with this log to the school or other curriculum will be provided to the parent/legal guardian. One check-off of behind-the-wheel observation is required for each hour of instruction per day and must occur in the 14 hours regardless of the number of hours the student actually drives in a day.

Student's Name:	Initial Instruction	Period	Officer
Topic:	Date	Time	Duration
State Transportation Code (Title 16)	08/26/2020	08:00 AM	01:00:00
Vehicle Inspection	08/26/2020	08:00 AM	01:00:00
Vehicle Maintenance	08/26/2020	08:00 AM	01:00:00
Vehicle Control	08/26/2020	08:00 AM	01:00:00
Vehicle Operation	08/26/2020	08:00 AM	01:00:00
Vehicle Inspection	08/26/2020	08:00 AM	01:00:00
Vehicle Maintenance	08/26/2020	08:00 AM	01:00:00
Vehicle Control	08/26/2020	08:00 AM	01:00:00
Vehicle Operation	08/26/2020	08:00 AM	01:00:00
Vehicle Inspection	08/26/2020	08:00 AM	01:00:00
Vehicle Maintenance	08/26/2020	08:00 AM	01:00:00
Vehicle Control	08/26/2020	08:00 AM	01:00:00
Vehicle Operation	08/26/2020	08:00 AM	01:00:00
Vehicle Inspection	08/26/2020	08:00 AM	01:00:00
Vehicle Maintenance	08/26/2020	08:00 AM	01:00:00
Vehicle Control	08/26/2020	08:00 AM	01:00:00
Vehicle Operation	08/26/2020	08:00 AM	01:00:00

14 HR LOG →

VOE (verification of enrollment) →

**BEHIND THE WHEEL INSTRUCTION LOG 30 HOURS**

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

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: [REDACTED] DL #: [REDACTED]

Lesson	Practice Session	Date	Time (am/pm)	Daytime Hours	Nighttime Hours	Adult's Signature and DL #
2 hours	Getting Ready, Starting, Placing the Vehicle in Motion, and Stopping		1 hour			
3 hours	Moving, Stopping, Steering, Knowing Where You Are		1 hour			
1 hour	Backing		30 minutes			
4 hours	Turning, Lane Position, and Visual Skills		1 hour			
3 hours	Searching Intended Path of Travel		1 hour			
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				20 hours minimum	10 hours minimum	

I certify and ensure 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) [REDACTED] Date: [REDACTED]

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/08/06/2013

← 30 HOUR LOG

**Verification of Enrollment and Attendance (VOE) Form**

School Name/Name School [REDACTED] County/District/Campus No. (if Applicable) [REDACTED]

**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.

**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 25.092 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:**

- The school considers the student currently enrolled at the time the student applies for the VOE, and
- 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:

- met minimum attendance for class credit (90 Percent Rule) in each class they were enrolled in semester,
- received credit for all courses taken in the previous semester, OR
- 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:

- is currently enrolled,
- has been enrolled in the program for a minimum of 45 calendar days, and
- 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 [REDACTED] Date [REDACTED] Student Signature \* [REDACTED]

Typed or Printed Name and Title of Administrator/Designee [REDACTED] Area Code & Telephone [REDACTED] Issuance Date [REDACTED] Administrator/Designee Signature [REDACTED]

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: [REDACTED] Date: [REDACTED]

**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)