DISTRICT PROCEDURES FOR
IMPLEMENTATION OF DRIVERS LICENSE LAW

The 1997 Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles (DHSMV) the names, dates of birth, sex and social security number of minors (14-18) who accumulate 15 unexcused absences in a period of 90 calendar days, OR who drop out of school, OR who are expelled from school.

NOTIFICATION

Schools have the responsibility to notify students and parents/guardians of the possible loss of driving privileges. This may be accomplished via the student handbook, newsletters to the home, the school newspaper, posters, bulletins given to students/parents/guardians at registration, etc. The district will incorporate this information into the Student Code of Conduct which goes to both students and parents/guardians.

On a weekly basis Technology and Information Services (TIS) will generate pre-printed letters (051-99-SSS-INS) for the principal to sign that will include students who are or will be 14 years of age during the school year, but have not reached their 18th birthday; in the following categories:

- a) accumulated 15 unexcused absences in period of 90 calendar days (habitual truant)
- b) dropped out of school (W05) (Include W11, W13, W15, W18, W22, W23)
- c) expelled from school (W21).

TIS will send the letters to the Truancy Workers and they will hand carry the letters to their respective schools. The appropriate school staff, (attendance secretary, registrar, assistant principal) will validate the information as correct or incorrect. For those that are correct, the principal (or designee) needs to sign the letter (3 parts), and the Truancy Worker will hand carry all three copies back to Pupil Support Services (PSS). The Truancy Worker will send by return receipt mail, the parent/guardian copy, and then enter the student’s name, date of birth, sex and social security number (if available) into the electronic data transmission system. The Attendance Worker will send the school their copy and retain the PSS copy.

On a weekly basis, TIS will transmit a report to DHSMV.

APPEAL

Students who wish to Appeal may request a Hardship Appeal Form (School Level) from the appropriate school based administrator (Form 053-99-SSS-INS). The student must complete the form, attach documentation, and return to the appropriate administrator. The administrator should immediately FAX a copy of the form to PSS (fax number 361-6157) so the Truancy Worker may notify the DHSMV within 24 hours of the request for hardship appeal waiver.
Each middle/high school must set up an appeals process so the student’s appeal may be heard within 30 calendar days. Upon completion of the appeal process the administrator should immediately fax a completed copy of the hardship Appeal Form to PSS, maintain the back copy of the form for the cum file and send the original and parent/guardian form to the PSS Department.

Upon receipt at PSS, the appropriate Truancy Worker (TW) will send the parent/guardian notification of the result of the appeal. The AW will notify the DHSMV of the result of the appeal.

**HEARING**

Students who wish to have a Hearing following a denial by the School Administrator may request a Hardship Appeal Form (District Hearing) from the appropriate school based administrator (Form 054-99-SSS-INS). The student must complete the form, attach documentation, and return to the appropriate school based administrator. The administrator should immediately FAX a copy of the form to PSS (fax number 361-6157) so the Truancy Worker may notify the DHSMV within 24 hours of the request for hardship appeal waiver, District level. The administrator should then pony the form to Supervisor, Student Services.

A number of School Board Administrators will rotate as hearing officers for the appeal process and will conduct the hearing within 30 calendar days. Upon completion of the hearing the School Board will have the Truancy Worker:
1) Notify DHSMV of the results
2) Notify the School Administrator of the results
3) Notify the student/parent/guardian of the results.

**REINSTATEMENT OF DRIVING PRIVILEGE**

Once a student has either:
 a) re-enrolled after leaving school or
 b) re-entered following an expulsion
    AND
 c) has attended school for 30 days with NO unexcused absences,

the student may request the School Based Administrator complete a “Student Compliance With Attendance Requirements for Reinstatement of Driving Privilege” for (052-99-SSS-INS) and the student may hand carry the completed form to the DHSMV and re-apply for a new license (includes costs).

Schools must notify the Truancy Workers if they have made an error on signing the Drivers License form. The Truancy Worker will notify DHSMV and send a copy to the parent, of the error correction letter.