Driver Education: Sample In-State Student Transfer Letter

Please place the Transfer Letter on School Letterhead

Student Name - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date - \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subject – Driver Education

Note: This form is to be completed by the sending school’s driver education instructor and given to the school counselor / registrar involved in forwarding the student’s transcripts to the receiving school in order to notify the receiving school’s driver education department of the student’s driver education status at the time of transfer.

Status and hours of participation at the time of student transfer:

Status Hours (Clock)

30-Hour In-Class Enter Grade (S, U, I) Enter Number

State Final Exam (70% is passing) Enter Grade N/A

Simulator (4 Simulation Hours = 1 B-T-W Hours) Yes / No Enter Total Simulator Hours

Driving Range (2 Range Hours = 1 B-T-W Hour) Yes / No Enter Total Range Hours

Behind-The-Wheel Yes / No Enter Total B-T-W Hours

In-The-Car Observation Yes / No Enter Total Observation Hours

Instructor Signature - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Instructor Name)

Comments: (Any feedback the receiving driver education instructor should be aware of including the total number of Behind-The-Wheel and In-The-Car Observation needed to complete Driver Education)