

MEMORANDUM 1

Request for Driver Education Funds LEA's & Alternate Student Driver Education Programs

Today's Date

Mr. Michael Wagner
Education Associate
Driver Education and Private School Services
Department of Education
35 Commerce Way, Suite 1
Dover, Delaware 19904

Dear Mr. Wagner:

In accordance with Delaware Code, Title 14, Chapter 1, §127, and Chapter 41, §4125 (b)(c),
_____ School District request funding approval at the established Department of
Education rate to provide driver education for _____ students and reasons listed on the
attached forms. (Total #)

FILL IN THE TIME PERIOD YOU ARE REQUESTING BELOW:

DEADLINE DATE:

Spring period January 1, 20__ to June 30, 20__

May 15th

Fall period September 1, 20__ to December 31, 20__

December 15th

Summer period July 1, 20__ to August 31, 20__

August 15th

(Person and Title Making Request)

(Superintendent or Designee)

REASON FOR REQUEST

Indicate Number of Students per Category and Amount of Funding Per Category

_____	Attended school out-of-state and completed 10 th grade
_____	Transfers
_____	Exceptional/Special education students
_____	Homeschool Students
_____	Non-Public High Schools with 24 or less 10 th graders
_____	Medical
_____	Beyond Unit Entitlement

Requests must be received and approved by the Department of Education prior to the commencement of each driver education class. Reimbursement will be based on submission of a Final Grade form. The Department of Education will not guarantee enrollment and/or course availability.

MEMORANDUM 1A
LEA's and Alternative Student Driver Education Programs

Return to: _____

Name of School _____ Principal: _____

District: _____

Superintendent or Headmaster _____ Fax: _____
Phone: _____ Date _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Student's Name Last, First, Middle Initial	Home Address (Include Zip and Telephone)	Age Yr/Mo	Birth Date	Grade 10 Completed Yes/No	Reason for Request	Name and Address of School Attended (See Note A Below)

Note: A. Item (7) is to be completed only if a student attended school out of state or enrolled after September 30th of the fiscal year they enrolled in 10th grade.
B. Items (1-6) are to be completed for all students. If incomplete, form will be returned.
C. Regular students who took driver education previously and failed the course are NOT eligible for a tuition-free course.

District: _____

(1)	(2)	(3)	(4)	(5)	(6)	(7)
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