

WEST VIRGINIA DEPARTMENT OF EDUCATION
Verification of Attendance/Enrollment Form - For Instruction Permit or License
FOR STUDENTS ATTENDING WEST VIRGINIA SCHOOLS

The purpose of this form is to provide documentation of attendance/enrollment status for a student applying for an instruction permit or license to operate a motor vehicle as required by State Laws of West Virginia 18-8-11 and 17B-2-5 of the West Virginia Motor Vehicle Law.

18-8-11 School attendance as condition of licensing for privilege of operation of motor vehicle. "The attendance director or chief administrator shall provide documentation of enrollment status on a form approved by the Department of Education to any student fifteen years of age or older upon request who is properly enrolled in a school under the jurisdiction of said official for presentation to the Department of Motor Vehicles on application for or reinstatement of an instruction permit or license to operate a motor vehicle."

17B-2-5 Qualifications, issuance and fee for instruction permits. "Any person who is at least 15 years of age may apply to the division for an instruction permit." (If presenting documentation of compliance with the provisions of 18-8-11.)

(PLEASE TYPE OR PRINT IN INK)

(FULL LEGAL NAME - NO NICKNAMES) (SOCIAL SECURITY NUMBER - OPTIONAL) BIRTH DATE-MONTH/DAY/YEAR

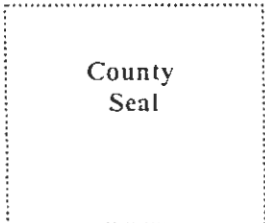
(STREET ADDRESS) (CITY, STATE, ZIP CODE)

The above named individual is now enrolled at _____ School. Pursuant with 18-8-11, he/she is enrolled and is eligible for a permit or driver's license. This form will expire on _____ (30 calendar days from date issued).

FOR STUDENTS ENROLLED IN PUBLIC OR PRIVATE SCHOOL SCHOOL PRINCIPAL _____ (TYPE OR PRINT) SCHOOL _____ SIGNATURE _____	BOTH SIGNATURES REQUIRED COUNTY ATTENDANCE DIRECTOR _____ (TYPE OR PRINT) COUNTY _____ PHONE NUMBER _____ SIGNATURE _____ DATE ISSUED _____
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FOR GED STUDENTS MAKING SATISFACTORY PROGRESS GED INSTRUCTOR _____ (TYPE OR PRINT) SCHOOL _____ SIGNATURE _____	BOTH SIGNATURES REQUIRED COUNTY ATTENDANCE DIRECTOR _____ (TYPE OR PRINT) COUNTY _____ PHONE NUMBER _____ SIGNATURE _____ DATE ISSUED _____
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FOR STUDENTS REGISTERED IN HOME INSTRUCTION PARENT/GUARDIAN _____ (TYPE OR PRINT) PHONE NUMBER _____ SIGNATURE _____	BOTH SIGNATURES REQUIRED COUNTY ATTENDANCE DIRECTOR _____ (TYPE OR PRINT) COUNTY _____ PHONE NUMBER _____ SIGNATURE _____ DATE ISSUED _____
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This form is to be completed/signed by the school principal and forwarded to the COUNTY ATTENDANCE DIRECTOR. The County Attendance Director must sign the form, apply the county seal and return it to the school to be given to the student. Students are responsible to get the enrollment/attendance form two weeks prior to summer vacation. During the summer months, the form is valid from May 1 to the following school term. Students must submit this form to West Virginia Driver's License Examination Center along with their social security card and birth certificate.

** Only the Attendance Director/Superintendent signatures required during summer months.

NO FORM WILL BE ACCEPTED UNTIL COMPLETED IN FULL.

Department of Motor Vehicles: 1800 Kanawha Boulevard, East, Building 3, Room 118, Charleston, West Virginia 25317
Attention: School Attendance