

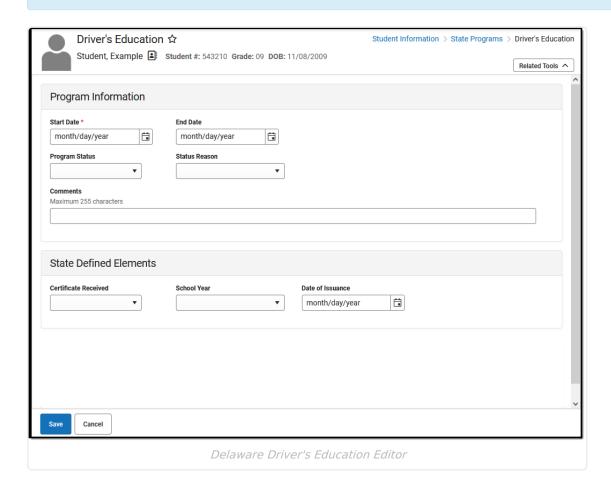
# **Driver's Education (Delaware)**

Last Modified on 12/16/2025 1:07 pm CST

Tool Search: Driver's Education

The Delaware Department of Education oversees the process of obtaining a driver's license for all Delaware residents under the age of 18. Successful completion of the program results in a Blue Certificate that is exchanged at the DMV for a driver's license.

Driver's Education records may not overlap. Users must end-date an open record before creating a new one.



Full rights to the Driver's Education tool require RWA rights to the Student Information > State Programs > Driver's Education

R: View the Driver's Education tool.

W: Modify existing Driver's Education records.



A: Add new Driver's Education records.

D: Delete Driver's Education records.

## **Creating a Driver's Education Record**

- 1. To add a Driver's Education record, press New.
- 2. Enter the appropriate information for the record and press **Save**. For more information on data entry for each field, please see the <u>Program Information Field Descriptions</u> and <u>State-Defined Elements Field Descriptions</u> sections of this article.

## **Program Information Field Descriptions**

Field	Description			Location
Start Date (Required)	Date the student began participating in the Driver's Education program. The start date for a Driver's Education record is not tied to student enrollment or the school calendar.			Database Location: driversEdDE.startDate  Ad Hoc Inquiries: Student > Learner > State Programs > Funded Program > Driver's Ed > startDate
End Date	Date the student ended their participation in the Driver's Education program. The end date for a Driver's Education record is not tied to student enrollment or the school calendar.			Database Location: driversEdDE.endDate  Ad Hoc Inquiries: Student > Learner > State Programs > Funded Program > Driver's Ed > endDate
Program Status	Indicates the student's current status in the Driver's Education program.			<b>Database Location:</b> driversEdDE.programStatus
	Code	Definition		Ad Hoc Inquiries: Student > Learner > State Programs > Funded Program > Driver's Ed > programStatus
	Р	Pass		
	IP	In-Progress		
	I	Incomplete		
		NAC'LL I		
	W	Withdrew		



Status Reason	Indicates why the student left the driver's education program.			Database Location: driversEdDE.exitReason
	Code	Definition		Ad Hoc Inquiries:
	Al	Academically Ineligible		Student > Learner > State Programs > Funded Program
	Α	Attendance		> Driver's Ed > exitReason
	BTW	Behind the Wheel		
	С	Classroom		
	F	Final		
	M	Medical		
	NA	Not Applicable		
Comments	Additional information about the record.			Database Location: driversEdDE.comments
				Ad Hoc Inquiries:
				Student > Learner > State Programs > Funded Program > Driver's Ed > comments

# **State Defined Elements Field Descriptions**

Field	Description	Location
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#### Certificate Certificate the student received from the **Database Location:** Received driversEdDE.certificateReceived driver's education program. **Description Definition Ad Hoc Inquiries:** Student > Learner > State BC: Blue Student has successfully Programs > Funded Program Certificate completed the 44-hour > Driver's Ed driver education course to > certificateReceived receive a "High School **Driver Education** Certificate". WC: White Student has reached 16 Certificate years of age and has a Driver Education instructor's recommendation BC SpEd: Student has an active IEP Blue and, in consultation with the Certificate Driver Education teacher, SpEd has met Blue Certificate criteria through accommodations. WC IEP: Student has an active IEP and, in consultation with the White Driver Education teacher, Certificate **IEP** has met White Certificate criteria through accommodations. The student did not receive No Certificate a certificate

	Certificate	a certificate.	
School Year	Ensure that this	en the certificate was received.  If field is populated correctly to ued certificates are printed	Database Location: driversEdDE.schoolYear  Ad Hoc Inquiries: Student > Learner > State Programs > Funded Program > Driver's Ed > schoolYear



### Date of Issuance

Indicates the student's current status in the Driver's Education program.

Ensure that this field is populated correctly to ensure that <u>issued certificates</u> are printed accurately.

Once a record is saved, the Date of Issuance is no longer editable and is readonly.

#### **Database Location:**

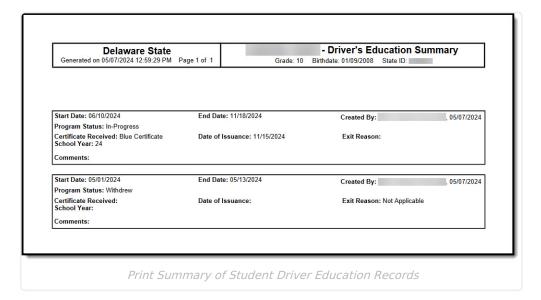
driversEdDE.dateOfIssuance

### **Ad Hoc Inquiries:**

Student > Learner > State
Programs > Funded Program
> Driver's Ed > dateoflssuance

## **Printing Summary of Driver Education Records**

- 1. To print a summary of Driver Education records for a student, press **Print**.
- 2. A summary of all Driver Education records for the student is displayed.



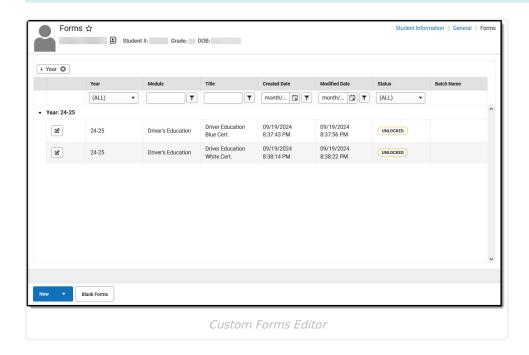
## **Issuing Driver's Ed Certificates**

Once a student earns a Driver's Ed blue or white certificate, the certificate must be printed and issued. Creating a student certificate can be done through the <u>Custom Forms</u> tool within a student's forms.

Tool Search: Forms

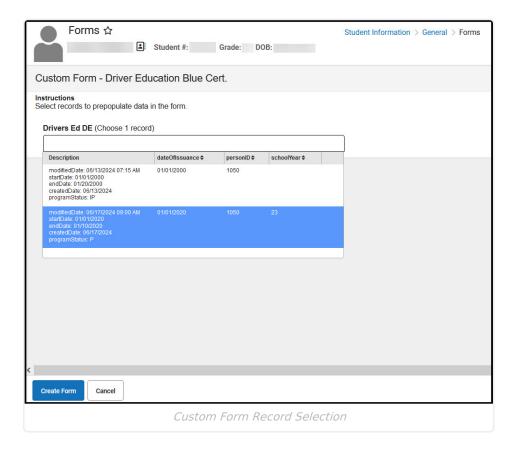
Before printing a certificate for a student, be sure the correct <u>School Year</u> and <u>Date of Issuance</u> are populated and saved on the student's driver's ed record.





## **Create a Certificate for the Student**

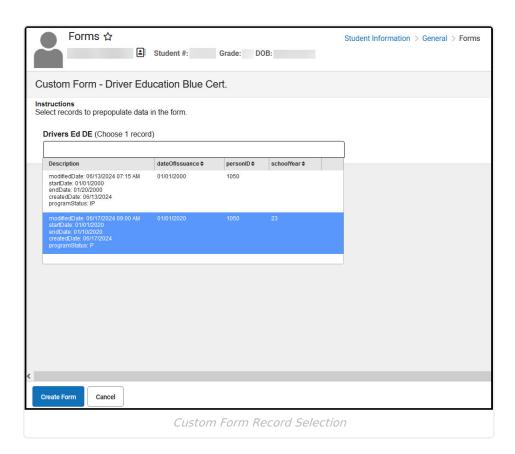
- 1. Navigate to the Forms tool and select **New**.
- 2. Use the **Module** search/filter option to locate Driver's Education forms.
- 3. Select the relevant certificate.



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4. From the Custom Form **Driver's Ed DE** field, select the record for which to issue a certificate. Once selected, press Create Form.



- 5. Once created, the Driver's Education Certificate should display.
- 6. To print the certificate, users must first save the certificate. Press **Save & Stay**.
- 7. Once the record is saved, select **Print.**



