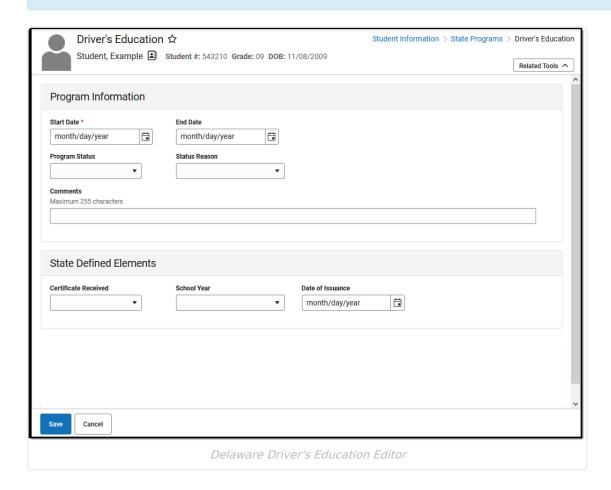


Driver's Education (Delaware)

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: fundedProgram.startDate Ad Hoc Inquiries: Student > Learner > State Programs > Funded Program > Driver's Ed > driversEdDE.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: fundedProgram.endDate Ad Hoc Inquiries: Student > Learner > State Programs > Funded Program > Driver's Ed > driversEdDE.endDate



Program Status		s the student's curre er's Education progr		Database Location: fundedProgram.programStatus
	Code	Definition		Ad Hoc Inquiries: Student > Learner > State Programs
	Р	Pass		
	IP	In-Progress		> Funded Program > Driver's Ed > driversEdDE.programStatus
	1	Incomplete		
	W	Withdrew		
	F	Fail		
Status Reason		s why the student le education program.	ft the	Database Location: fundedProgram.exitReason
	Code	Definition		Ad Hoc Inquiries: Student > Learner > State Programs > Funded Program > Driver's Ed
	Al	Academically Inelig	gible	
	Α	Attendance		> driversEdDE.exitReason
	BTW	Behind the Wheel		
	С	Classroom		
	F	Final		
	М	Medical		
	NA	Not Applicable		
Comments	Addition	Additional information about the record.		Database Location: fundedProgram.comments
				Ad Hoc Inquiries: Student > Learner > State Programs > Funded Program > Driver's Ed > driversEdDE.comments

State Defined Elements Field Descriptions

Field	Description	Location
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Certificate Received

Certificate the student received from the driver's education program.

Description	Definition	
BC: Blue Certificate	Student has successfully completed the 44-hour driver education course to receive a "High School Driver Education Certificate".	
WC: White Certificate	Student has reached 16 years of age and has a Driver Education instructor's recommendation	
BC SpEd: Blue Certificate SpEd	Student has an active IEP and, in consultation with the Driver Education teacher, has met Blue Certificate criteria through accommodations.	
WC IEP: White Certificate IEP	Student has an active IEP and, in consultation with the Driver Education teacher, has met White Certificate criteria through accommodations.	
No Certificate	The student did not receive a certificate.	

Database Location:

fundedProgram.certificateReceived

Ad Hoc Inquiries:

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

> driversEdDE.certificateReceived

School Year

School year when the certificate was received.

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

Database Location:

fundedProgram.schoolYear

Ad Hoc Inquiries:

Student > Learner > State
Programs > Funded Program
> Driver's Ed
> driversEdDE.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 read-only.

Database Location:

fundedProgram.dateOfIssuance

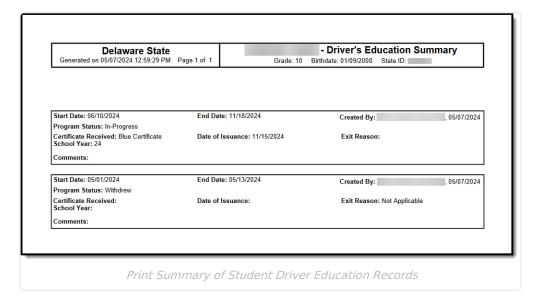
Ad Hoc Inquiries:

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

> driversEdDE.dateofIssuance

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.



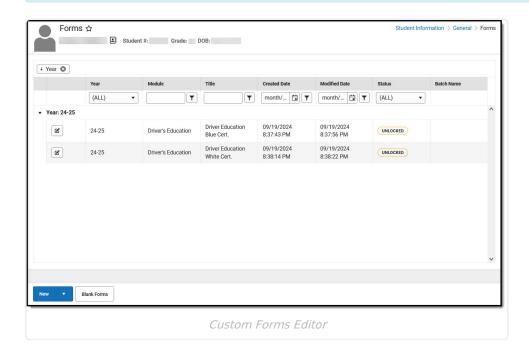
Issuing Driver's Ed Certificates

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

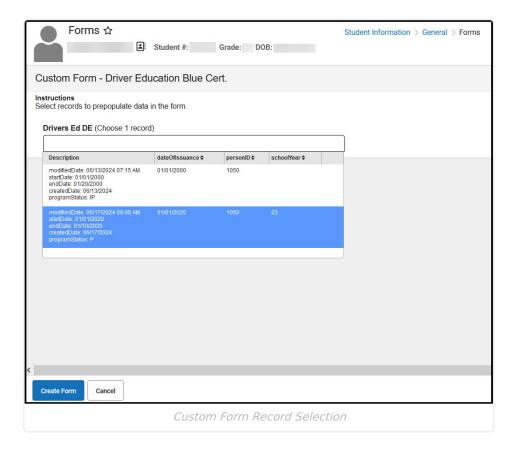
Before printing a certificate for a student, be sure the correct <u>School Year</u> and <u>Date of Issuance</u> are populated and saved on the student's driver's ed record.





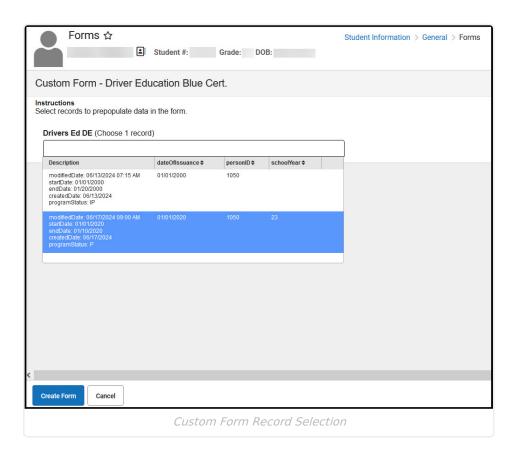
Create a Certificate for the Student

- 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.





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.**



