

Process to Pay Fee, Register, and Be Assigned to Driver Education Classes in 2012-2013

- **Check the web site** www.jordandriving.com to see the dates of the after school classes (Class Schedules) and/or other available classes such as Saturday, Christmas Break, Home School, Private School (Additional Classes)
- **Obtain a registration form** either from your high school or from the www.jordandriving.com website.
- **Online Payment of the \$45 fee** - You may access the online payment system at www.wcpss.net/drivers-ed or www.jordandriving.com. **This is the preferred method** of payment. Click on online payments and you will be connected to our secure website where you will be able to pay by personal credit card. If you prefer not to use a personal credit card, you can purchase at many retail outlets a Visa or Master Card pre-paid gift card. Be sure that it is loaded with a minimum accessible amount of \$45.
 - From the Driver Education payment page you will select the class location for which you wish to register. This may be different from where you attend school. For example, you may attend school at Wake Christian School but you want to take an after school class at Garner Magnet High School; you will select **Garner Magnet High School** and follow the directions to pay your \$45 fee. The program will automatically assign your payment to the appropriate location. **Be sure to write down your confirmation number to include on your registration form.** We also suggest that you print out the confirmation page for your records. You will be asked for an email address and you will receive a payment confirmation by email.
 - **Once your fee is paid online**, you will **submit the completed registration form** to the Lead Teacher for Driver Education at your high school. Remember to include the payment confirmation number.
- **Paying \$45 Fee at Jordan Driving School or Mailing \$45 Fee to Jordan Driving School** - You may also pay by money order or cashier's check at the Jordan Driving School office (3751 Junction Blvd, Raleigh NC 27603 - M-F 9 to 4:30 pm). No personal checks please. Please allow enough time to complete a registration form before leaving the office - 15 to 20 minutes. If you wish to mail (3751 Junction Blvd, Raleigh NC 27603) in your payment, please include a completed registration form with your payment. We will not accept personal checks or cash by mail. If you elect to pay through the office, allow 2 to 4 weeks for processing.
 - When you have paid your fee to the JDS office, we will send your registration form to the appropriate Lead Teacher. The Lead Teacher or contact person for a particular class will notify you of assignment to class. Due to the high number of class locations and getting payment notification to lead teachers, please allow extra time for this process. Your payment and paperwork should be at our office 4 weeks before the cut-off date for a particular class to be considered for placement into that class.
- We ask that you indicate your preference of class dates on the registration form, however, this does not guarantee that you will be placed into your first choice class. Even though we must now obtain the \$45 fee, we will continue to attempt to assign the older students to class first.
- **The Lead Teacher or contact person will advise you of class assignment.** The Jordan Driving School web site has all contact information listed on the schedule of classes. You will find this information under the school or site name. You can also find contact information on the **Contact Us** page.

Please understand that WCPSS High School locations are not prepared to collect fees and under no circumstances should you contact the school, principal or bookkeeper attempting to pay a driver education fee. In WCPSS, driver education services are contracted by Jordan Driving School, who will be ultimately responsible for collecting fees. Payment should be made directly to JDS.