

Process for Obtaining a Driver's Eligibility Certificate (Students and Families)

The following process will allow students to receive a Driver's Eligibility Certificate (DEC) while the school community is going through COVID-19..

DECs are only valid for 30 days; to save time it is best to schedule an appointment with the DMV prior to receiving the DEC from the school.

Parents and/or students will start by emailing Student Services (rhaymore@wcpss.net) for your assigned high school and setting up an appointment to receive the DEC. Student Services will schedule a time for parents/students to come in and receive the DEC. You will receive the date/time you can come to the high school to receive the DEC.

Once your appointment is confirmed with the high school, the following steps will be taken:

Step 1: Scan or take a photo of the completed Driver's Education Certificate and email to the designated contact at the school, Mr. Haymore (rhaymore@wcpss.net).

This will limit the amount of paper that has to be exchanged by staff and students. If you are unable to scan or take a photo of the document, then you will need to bring it with you to the appointment.

Step 2: Bring the following documents to the appointment:

- Student's birth certificate or passport
- Completed Driver's Education Certificate (if it has not been emailed ahead of time)
- Proof of address if the current address is different than the one listed on the Driver's Education Certificate or the address listed in PowerSchool. **Address must be verified for the NC Real ID.**

Step 3: Receiving the DEC

Once you arrive for your appointment, staff will direct you to the location to receive the DEC.

It is important that we limit the amount of direct contact and maintain at least 6 feet of social distance. For this reason, please limit the number of family members (preferably just the student and a parent or guardian) who attend the appointment.

Staff will check the student's grades for adequate progress. **The student must have passed 70% of the courses taken in the prior semester in order to receive a DEC.**

Once grades have been verified and all other documents are in place, the DEC can be issued to the student.

Additional Information for Staff

The initial request will go to Student Services to allow for consistency when communicating these instructions to parents. However, each principal/school-based team can determine how appointments will be scheduled, who will follow up with the parent, and which staff members are available to issue the DEC.

Since the appointments will be scheduled in advance, the Data Manager, Registrar, or Counselor can verify the grades and the address in advance in the event that the volunteer does not have open access to PowerSchool.

If the volunteer has not issued DECs in the past, they will need to contact Cecil Coates (see contact info below) in order to receive training regarding the processes and procedures.

Staff with questions may either send an email to Cecil Coates (ccoates@wcpss.net) and/or call 919-694-0576.

Information/Recommended School Set-up

The following recommendations are outlined below when scheduling back to back appointments:

1. Masks and hand sanitizer for school staff are located in the school's red bags.
2. Tables should be set up **outside** in front of the main entrance.
3. Please note that parents/students are not allowed in the school building to retrieve other items.
4. There will need to be two staff members present:
 - a. One staff member will greet parents/students upon arrival.
 - b. This staff person will direct parents/students to stay six feet apart (use some type of chalk or tape to mark "X" where parents/students stand).
 - c. At the time of their appointment, this staff person will also direct parents/students to place documents required on the table provided. After placing documents on the table, parents/students should step back to the "X".
 - d. The DEC will be issued if all information has been verified and will be placed on the table for parents/students to pick-up.
 - e. The next appointment can proceed once the student/parents have left the table area.
5. It is recommended to use/adjust the set-up above when only scheduling one appointment at a time.