

# Panther Creek High School

## Process for Obtaining a Driver's Eligibility Certificate (DEC) or Replacing an Expired DEC

**\*\*\*In an effort to protect the safety and health of our employees, if it is not imperative for the student to have a DEC at this time, you are encouraged to wait until school reopens. If this is an essential need for your family, please read and follow all instructions below. Ensure all required documents are brought to the appointment so that your time can be limited on campus. Thank you.**

The following process will allow students to receive a Driver's Eligibility Certificate (DEC) while school buildings are closed due to COVID-19. DEC's are only **valid for 30 days**; therefore, students are only eligible to receive a DEC during this time **if they have a confirmed appointment with the NCDMV within 30 days of the date of the request.**

To begin, you must forward your **original email from NCDMV confirming the date/time of the appointment** to the Dean of Students, Felicia Moore, at [fmoore@wcpss.net](mailto:fmoore@wcpss.net) requesting an appointment to receive the DEC. **If you cannot provide the forwarded email from NCDMV, you will not be able to continue the process.**

Once you receive the initial reply indicating your approval to schedule appointment,

**Step 1: Scan or take a photo of the following documents and email them to the Dean of Students, Felicia Moore, at [fmoore@wcpss.net](mailto:fmoore@wcpss.net).** This will limit the amount of paper that has to be exchanged. Once we obtain the documents below via email, you will receive an email confirming the date/time you can come to the high school to receive the DEC. If you are unable to scan or take a photo of the documents, then you will need to bring them with you to the appointment (note: It is preferable to email this in advance so that the DEC can be prepared prior to the appointment).

- Completed Driver's Education Certificate
- 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. The address will be verified with the address that is listed Powerschool.

### **Step 2: Bring the following documents to the appointment:**

- Student's birth certificate or passport (original copy)
- 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 (if it has not been emailed ahead of time).

### **Step 3: Receiving the DEC**

Once you arrive for your appointment, a table will be set up outside of the main entrance of the school and staff will be ready to assist you. It is important that we limit the amount of direct contact and maintain at least 6 feet of social distance. For this reason, only one person needs to attend the appointment. To ensure safety, we respectfully ask that any additional persons remain in their vehicles.

Staff will check the student's grades for adequate progress. **The student must have passed 70% of the courses taken (3 out of the 4) 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.

## **Need to replace an expired Driver's Eligibility Certificate?**

If this is the student's second request and they are replacing an expired Driver's Eligibility Certificate the **parent** must be the one who comes in to receive the DEC.

**Step 1:** To begin, you must forward your original email from NCDMV confirming the date/time of the appointment to the Dean of Students, Felicia Moore, at [fmoore@wcpss.net](mailto:fmoore@wcpss.net), upload a copy of the expired DEC form and request an appointment to receive the DEC.

**Step 2:** Once received, you will be provided with an PCHS appointment date and time. If more than a semester has lapsed since the first issuance, most recent semester grades will be checked to determine continued eligibility.

**Step 3: Please bring the expired DEC to give to the school to keep on file.** Once you arrive for your appointment, a table will be set up outside of the main entrance of the school and staff will be ready to assist you. It is important that we limit the amount of direct contact and maintain at least 6 feet of social distance. For this reason, only the **parent** needs to attend the appointment. To ensure safety, we respectfully ask that any additional persons remain in their vehicles.

Staff will check the student's grades for adequate progress. The student must have passed 70% of the courses taken (3 out of the 4) 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.