

WCPSS 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 calling or emailing Student Services (919-570-5600 ext 20712 or email lafaison@wcpss.net) 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.

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.

