

## Heritage High 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. **DECs 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 send an email request to [dcwilliams@wcpss.net](mailto:dcwilliams@wcpss.net) and include **the email from NCDMV confirming the date/time of the appointment.** If you cannot provide the 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 completed Driver's Education Certificate and email to [dcwilliams@wcpss.net](mailto:dcwilliams@wcpss.net). This will limit the amount of paper that has to be exchanged by staff and students. 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 document, then you will need to bring it 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).

**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, only the parent/legal guardian and student should attend the appointment.**

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 your request is to replace an expired Driver's Eligibility Certificate, scan or take a photo of the expired certificate and email it to [dcwilliams@wcpss.net](mailto:dcwilliams@wcpss.net) along with the email from NCDMV confirming your appointment. Once received, you will be provided with an HHS 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.