



Administrative Procedure 5401 DMV CERTIFICATION OF ATTENDANCE

Responsible: Student Accounting Department

PURPOSE

This administrative procedure shall describe and define protocols related to persons under the age of 18 years old obtaining an instruction permit or driver's license in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. Section 1 – School Use:
 - a. Student/parent requests DMV – Certification of Attendance form through the district's request for student records system ScribOrder at <https://www.washoeschools.net/Page/15120>.
 - b. Student Records researches student's attendance and finds if the student is in compliance with minimum attendance requirements (90% attendance with excused absences, including appeals, per the attendance manual).
 - i. If student is in compliance, the Student Records designee signs the form when receiving the request from ScribOrder. Many families do not present the form until they are on the way to the DMV. The DMV will allow the student to take the tests without the form, but the student will not receive a permit or driver's license until the form is received. It is recommended that you request the DMV form at least five (5) business day prior to your DMV appointment.
 - ii. If student is not in compliance, the form is returned to the student/parent with a printout of the absences that keep the student from being in compliance. This must also be done when the form is presented.
 - iii. 90% attendance does not count classes outside of the academic load.
2. Section 2 – Students who have attended school but are exempt from school attendance requirements:
 - a. Exemptions that meet Nevada Department of Motor Vehicles ("DMV") Certification of Attendance requirements:
 - i. Diploma
 - ii. High School Equivalency Exam Passage
 - b. If student meets one of the two exemptions, parent/guardian signs the form and brings to the DMV. This requires no action from WCSD – Student Records but might cause parents/guardians to ask WCSD – Student Records for proof of either exemption.
3. Section 3 – Habitual Truancy suspended driver's license
 - a. If a school deems a student a habitual truant, the school will follow the

process for habitual truant as defined by Nevada state law for removal of the driver's license.

- b. The offense and duration of the driver's license suspension shall be identified through the habitual truant citation, not the school site.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This administrative procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 5400, Student Attendance
2. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC), to include:
 - a. Chapter 392, Students, and specifically:
 - i. NRS 392.148 Administrative sanctions against habitual truant after investigation and hearing; suspension or delay in issuance of driver's license; appeal by parent or guardian.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even years.

REVISION HISTORY

Date	Revision	Modification
11/24/2014	1.0	Adopted as Administrative Procedure
12/08/2014	1.1	Corrected typo in Section 3(b); updated statute citations
3/4/2015	2.0	Revised 1(b)(iv): to include classes outside of the academic load
08/10/2015	3.0	Revised first paragraph to reflect that forms must be filled out immediately
8/14/2015	3.1	Revised: updated Responsible department
8/02/2018	4.0	Revised: reflects changes to attendance policy
7/10/20	5.0	Revised: reflects change to Student Records providing document instead of schools