

This application must be turned into office by Tuesday 3:30 and can be picked up on Friday afternoon.

Proof of Enrollments, Learner's Permits, and Driver's Licenses

A license or instruction permit to operate a motor vehicle will be denied or revoked from any student Younger than eighteen (18) years of age who withdraws from school or incurs ten (10) consecutive Or fifteen (15) total unexcused absences from the same class or classes during the school year. This student is subject to losing driving privileges by virtue of West Virginia Code 18-8-11. A Student whose driving has privilege has been suspended must attend school regularly and make Satisfactory progress in the subsequent semester before applying for reinstatement of driving Privileges.

Students are responsible for monitoring their own absence reports. All unexcused absences Will count against a student's proof of enrollment, learner's permit ,and driver's license. Common Unexcused absences include but are not limited to suspensions from school, more than five days Worth of parent notes for illnesses, and skipping class while at school.

Students should be aware of the fact that errors may show up on their absence report and that The student is responsible for monitoring their own record and having it corrected when or if Errors occur. Possible errors may occur when:

1. Students forget to turn in parent and doctor's notes for illness or appointments. (Only 5 days worth of Parent notes for illness are allowed).
2. School approved activities such as choir performances, band and athletic events may not be entered as Excused by the school.
3. Tardiness due to problems with a county school bus may not be entered into the student's record.
4. A student may be marked absent within the first 5 minutes of class and then show up tardy without the Absence being changed by the teacher.
5. Being marked absent by a teacher for having to sit in ALC for one period for being tardy. This should Be marked A2 on the absence report by the office.
6. Students assuming that an excused school event is marked correctly by the teacher or principal's Office. Errors occur when students are out of class for a period or two while in the auditorium or the Gym for activities.
7. Students assume they have been marked excused when they have been given permission to help Another teacher or principal during class time.

Being marked absent for two class periods on the same day counts as being absent for ½ of a Day and being marked absent for 4 periods counts as a full day toward the 15 day count.

*****My signature signifies that I have read and understand the information presented about My absences and how it relates to my driving privileges.*****

Date: _____ Grade: _____

Students' full name (please print) _____

Student I.D.# _____

Student's Signature _____ Date of Birth _____

Address _____ City _____ Zip Code _____

Parents Signature _____

New Guidelines for obtaining a Proof of Enrollment for Learner's/Driver's License

A. ATTENDANCE

A student cannot have more than 10 consecutive unexcused absences.

A student cannot have 15 or more unexcused absences within a school year when applying for a Proof of Enrollment.

B. GRADES

A student must have passed three out of five required classes per semester, with block core classes counting as two. ***For example, beginning January 20, 2009 – June 6, 2009, the first semester of 2008-09 will be used to determine if three of the five required classes were passed.***

If a student is not enrolled in five required classes, he must pass 60% of the required classes taken.

C. DISCIPLINE

A student cannot have more than two suspensions of any kind or of any length within the current school year and obtain a Proof of Enrollment.

D. Other Information

During the summer months, a proof of enrollment will be issued at the Board of Education, on the basis of absences, grades, and discipline from the previous school year.

If a student is applying for a Proof of Enrollment at the beginning of summer through the end of the first semester, final grades or second semester grades, whichever show the most progress, will be considered.

At the beginning of the new school year, attendance will start over fresh, but grades and discipline will be considered by reviewing the previous 2nd semester grades and behavior.

Students and Parents were sent an attendance brochure at the beginning of the school year to ensure that all were made aware that this would be coming beginning the second semester of school year 2008-09.

Learner's and Drivers Licenses will also be revoked using the same guidelines.

If you have any questions, please contact your assistant principal or the Attendance Office at 304-528-5206.