

PROCEDURE FOR OBTAINING AN ATTENDANCE VERIFICATION FORM FOR OBTAINING A LEARNER'S PERMIT AND DRIVER'S LICENSE

It takes two Attendance Verification Forms to get an Intermediate License. The first one is for the written test and Instructional Permit; the second one is required for the driving test for licensing. A third enrollment form is required if a driver under 18 yrs. old chooses to apply for a Level 3 (Non-GDL) license, or requires a duplicate license.

During The School Year

- 1) In the main office of your school, complete the request form.
- 2) Either the attendance director will come to the school to seal and sign the form, or the school will send the form to the Office of Attendance for the seal and signature. **IN EITHER CASE, DO NOT COME TO THE CENTRAL BOARD OFFICE TO HAVE THE FORM SEALED AND SIGNED.**
- 3) The principal will sign the form, making it available to be picked up from the school office.
- 4) Verification forms expire thirty days after the date of the Attendance Director's signature. A new form is necessary after the expiration date.

NOTICE - - THIS IS THE ONLY METHOD OF OBTAINING AN ATTENDANCE VERIFICATION FORM. PLEASE PLAN ACCORDINGLY!!!

During Summer Months

Only the signature of the Attendance Director with the County School Seal is required, and forms due not expire until the first day of the next school term. The forms can be obtained in the Office of Attendance at the Board of Education building at 40 Eleventh Street in Elkins. It is a good idea to call ahead during the summer to make sure the Attendance Director is available - - 636-9150, ext. 154.