

## Driver's Eligibility Certificate

### **Planning is Required!**

**Driver Eligibility Certificates are valid for 30 days only.** Please submit completed driver eligibility certificates to DMV before the 30-day deadline. If you know you are not going to DMV within 30 days or you are not going to be 15 years old within 30 days, please wait until you are ready to get your learner's permit before starting this process. Please contact [driverseligibility@swake.org](mailto:driverseligibility@swake.org) with any questions.

### **Follow these steps to obtain your Driver Eligibility Certificate:**

1. After completing both the classroom and driving phases of driver education, the student or parent needs to drop off the student's Driver Education Certificate at the front office of Building 4 (brick building).
2. **Driving Eligibility Certificates will be processed once a week.**  
Driver Education Certificates received by Wednesday at 2:45 pm will be processed and eligibility certificates will be available for pickup on Friday of the same week. Driver Education Certificates received after Wednesday will be available Friday of the *following* week.
3. When the Driver's Eligibility Certificate is ready to be picked up, the parent will be notified via email.
4. **A parent or guardian must come into the school to sign the certificate;** it will not be given to a student without a parent present.
5. The certificate will expire within 30 days of being issued.