

Dear Parents, Guardians:

The classroom portion of the class starts on Tuesday, Nov. 29th. Driving will start the following Monday. At successful completion of the class your teen will be able to obtain an Intermediate Driver's License after turning sixteen and having the permit for six months, as well as completing a driving log documenting 50 hours of practice with you.

We require three things for entrance to the class:

- **1) TSE tuition paid.**
- **2) Your teen must obtain a learner's permit by Monday Dec 5th. If that is not possible, please contact me.**
- **3) Teens must practice 2-3 hours per week. Documentation will be required.**

Our major goal is to assist each student to become a safe and conscientious driver. In our classroom, they have the opportunity to make decisions through classroom activities. During the nine on-street driving lessons, they are able to practice physical, perceptual and decision making skills that have been developing in the classroom portion of the program.

The above mentioned components of the program, combined with the 18 chapters in the Drive Right Textbook and Written Final, must be completed to pass the class.

Our program provides a beginning. **New drivers need as much practice as you can give them. It would be very beneficial if you provide them practice time at least twice each week.** Your teen needs to complete fifty hours in the driving log that will be given out to them the first week of class. This driving log can also be downloaded from the DOL website. The driving instructor will check the driving log each time students drive. **They should have at least 16-24 hours of practice logged by the end of class.**

After each drive lesson, the driving instructor will send home with your son or daughter a copy of the driving lesson sheet with areas to work on. These drive lesson sheets need to be brought to each drive, **seen and initialed by you.**

It is also important that your teen begin to assume greater responsibility for his/her actions. These actions include:

- 1) attendance/punctuality
- 2) respect
- 3) willingness to learn and improve

As instructors in this TSE program, we will do our best to prepare your son or daughter for the evaluation process at the end of the course. Your teen has the opportunity to meet those requirements and receive the approval necessary to proceed through the Department of Licensing driver license process. **Your enrollment and payment of fees do not guarantee a passing mark in either classroom or vehicle maneuvers.** Our main responsibility as instructors is to the Department of Licensing, in that they trust our program to send teens to the agency that are prepared to be legal drivers and safe participants in using our state's highways. **We will not send completion notification to the DOL unless we believe that they have achieved the necessary knowledge, vehicle maneuvering, and safety levels in a timely manner as evidenced through their participation in our course.** Additional drives can be purchased at \$25 per hour and may be suggested if teens are not practicing or showing improvement.

We appreciate a call or an email message from you at any time if you have questions or concerns.

Thank you,

Kara Bartlett  
Traffic Safety  
253-307-7551  
capitaltse@gmail.com

I \_\_\_\_\_ give my son/daughter \_\_\_\_\_

permission to take Traffic Safety Education at Capital High School. We have read this information and are in agreement with the information stated.

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

Please return signed by Thursday, Dec 1, 2016

Thank you!