

HUNTINGTON HIGH SCHOOL DRIVER EDUCATION

2020 LATE FALL COURSE

Dear 2020 Late Fall Driver Education Students and Parent/Guardians,

Recent guidelines from the NYSDMV regarding Driver Education Programs have been changed due to COVID. We are now able to provide program classroom instruction remotely through the Google Classroom platform. In addition, the in-vehicle instruction can now be under the supervision of a parent/guardian. Please see below all information that you and your child will need to know in order to obtain the MV-285 certificate.

1. **PARENT/GUARDIAN** must scan/e-mail the following documents on the date allowed for registration:

- Registration form (REG FORM)
- Receipt of documents form (ROD FORM)
- Valid NYS driver's license of parent or guardian/s that will be doing the in-vehicle instruction
- NYS registration, inspection and insurance for the vehicle/s that the student will be driving (see DOC FORM)

**if any of the above documents expire during the length of the course, the updated documents must be submitted to the office to continue the in-vehicle instruction*

- A copy of the check or money order that they will mail (see REG FORM for details)

2. **DISTRICT** will provide the students with the virtual lecture schedule and instructor info (see CAL FORM) The google classroom code will be emailed to the students the day before the lecture classes start.

Student must log on and stay logged on for the entirety of instruction. They will be responsible to submit all work related to a specific lesson and complete 24 hours of lecture.

3. **DISTRICT** will provide a Driving Manual with specific and detailed information regarding the in-vehicle instruction, observation and applied practice that the parent/guardian will be responsible for delivering to the student. (see DM FORM)

Parent/Guardian holding a valid NYS license and other required documents will review and share all information with the student from the Driving Manual.

4. **DISTRICT** will provide the parent/guardians with a document that they will complete and sign that will attest to the completion of the in-vehicle instruction (see IVC FORM).

Parent/Guardian and student will complete and sign the form after completing the in-vehicle instruction and submit to the director's office for verification.

***In-vehicle hours cannot be logged UNTIL all required documents are submitted**

5. **DISTRICT** classroom instructor will provide the director with attendance and grading. Once the director reviews the completion of the student's in-class requirements and receives the completed and signed IVC form verifying the completion of the in-vehicle requirements, the MV-285 completion forms will be generated. The students will be notified when to pick the certificates up from Room 122 at the high school as we must have the student's signature on file.

Attachments:

Driving Manual (DM)
In-Vehicle Completion Form (IVC)
Documents form (DOC)

Calendar and Instructor Info (CAL)
Receipt of documents (ROD)
Course Registration Form (REG)

REG FORM

HUNTINGTON HIGH SCHOOL 2020 LATE FALL DRIVER EDUCATION APPLICATION

The Huntington Union Free School District Fall Driver Education Program is currently open to any student who has reached the **age of 16 by October 19, 2020 and holds a valid learner's permit by the registration dates below.**

Registration Information:

1. Registration will be first-come, first-served basis and priority order will be for HHS seniors, juniors then sophomores.
2. Registration forms and required documents must be emailed (forms cannot be dropped off)
3. Registration details must be followed or registration will not be accepted.

SENIORS ('21)	on 10/19/2020 from 6:00am – 11:59pm
JUNIORS ('22)	on 10/20/2020 from 6:00am – 11:59pm
SOPHOMORES ('23)	on 10/21/2020 from 6:00am – 11:59pm

NOTE: Registration and all required documents from the first page (#1) must be submitted in one email to Driver Education Assistant, Sarah Meehan at smeehan@hufsd.edu

***registration information will be time stamped, reviewed and organized to ensure that the registration details were followed. If details were not followed, course placement may be prevented.**

Course Information:

The course will run from November 3 – December 22. Students will log on two days per week for 1.5 hours each day. Students may **ONLY** miss a total of three classes. However, all missed classes must be made up immediately with the classroom instructor. Once a student misses the **fourth** class, they may be dropped from the program and will not be eligible for a course completion certificate (MV-285).

CLASSES CANNOT BE MADE UP ONCE A NEW SEMESTER BEGINS. Therefore, it is extremely important that a firm commitment be made as to a student's remote attendance.

Registration Fee:

\$200.00 for HHS students

Checks or money orders must be made payable to: HUFSD DRIVER EDUCATION PROGRAM

Mail to: Huntington High School, 188 Oakwood Rd, Huntington, NY 11743

ATTN: GEORGIA MCCARTHY

The following requirements must be completed in a satisfactory manner to receive a MV-285 certificate: 24 hours of lecture; 24 hours in the car. If the original MV-285 certificate is misplaced, there is a \$25 fee for a new certificate.

Student's Full Name (exactly how it appears on permit) _____

Street Address _____ Town/City _____ Zip _____

Date of Birth ____/____/____ NYS Driver's Permit # _____

Student Cell Phone # _____ Parent/Guardian Cell Phone # _____

Student E-mail _____ Parent E-mail _____

SCAN AND EMAIL FORM TO smeehan@hufsd.edu OR student can drop off in Room 122 at HHS on

ANY DOCUMENTS SENT THAT DID NOT FOLLOW THE REGISTRATION INFO WILL NOT BE ACCEPTED

ROD FORM

HUNTINGTON HIGH SCHOOL DRIVER EDUCATION

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Parent/Guardian Name: (print) _____ NYS License ID#: _____

Student Name: (print) _____ NYS Permit ID#: _____

I certify that as the parent/guardian, I have received the following items from the Director of Driver Education at Huntington High School in order for the student enrolled to receive the MV-285 course completion certificate:

- | | | | |
|-------------------------------------|--------------|-----|----|
| 1. Document form (DOC) | (circle one) | YES | NO |
| 2. Schedule/Instructor Info (CAL) | (circle one) | YES | NO |
| 3. Driving Manual (DM) | (circle one) | YES | NO |
| 4. In-Vehicle Completion form (IVC) | (circle one) | YES | NO |
| 5. Registration form (REG) | (circle one) | YES | NO |

I understand that the District must receive the registration form and all required documents required during the specific registration dates and times or they may not be accepted. Both Parent/Guardian and student must complete and sign the IVC form after completing 24 hours of in-vehicle instruction and return to the Director of Driver Education. I acknowledge that the student must log on for the 24 hours of remote classroom instruction. All log in hours and assignments must be completed and will be graded by classroom instructor.

The certificate of course completion (MV-285) will only be issued once the Director receives the IVC form and the classroom instructor verifies that all hours and assignments were completed by the student and they have received a passing grade. Once we notify the students that the MV-285 certificates have been generated, they must come to Room 122 at HHS to sign that they have received their certificate.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

SCAN AND EMAIL FORM TO smeehan@hufsd.edu

IVC FORM

HUNTINGTON HS DRIVER EDUCATION

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BY SIGNING THIS FORM THE PARENT/GUARDIAN AND STUDENT ATTEST TO COMPLETING THE AMOUNT OF HOURS OF IN-VEHICLE INSTRUCTION, OBSERVATION, AND APPLIED PRACTICE SET FORTH HEREIN (AT LEAST 24 HOURS TOTAL) IN ACCORDANCE WITH THE NEW YORK STATE DEPARTMENT OF MOTOR VEHICLES DRIVING MAUNAL; AND THE STUDENT DID NOT PARTICIPATE IN MORE THAN 90 MINUTES OF CLASSROOM AND LABORATORY INSTRUCTION (IN-VEHICLE INSTRUCTION, OBSERVATION AND APPLIED PRACTICE) PER DAY.

IVC (IN-VEHICLE INSTRUCTION, OBSERVATION, AND APPLIED PRACTICE)

<u>DATE</u>	<u>MINUTES/HOURS IN VEHICLE</u>

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

SCAN AND EMAIL FORM TO smeehan@hufsd.edu

Once all required documents are submitted parent/guardians and students can start to log hours



DOC FORM

REQUIRED DOCUMENTS MUST BE EMAILED TOGETHER IN ORDER TO REGISTER

- REGISTRAION FORM (REG FORM)
- RECEIPT OF DOCUMENT FORM (ROD FORM)
- NYS VALID DRIVER LICENSE OF PARENT/GUARDIANS WHO WILL BE DRIVING WITH STUDENT DURING THE IN-VEHICLE INSTRUCTION
- NYS VALID REGISTRATION, INSPECTION AND PROOF OF VEHICLE INSURANCE FOR ALL VEHICLES DRIVEN BY STUDENT

SCAN/EMAIL DOCUMENTS TO smeehan@hufsd.edu

HOW TO SCAN A DOCUMENT USING YOUR IPHONE

- **Open the “Notes” application**
- 
- **Begin a new note**
 - **Click on the camera icon**
 - **Select “Scan Documents”**
 - **Place your document on a flat surface and hover the phone above it**
 - **If your device is in Auto Mode, the app will automatically scan your document by highlighting it in yellow. The app will apply flash depending on the lighting conditions. You can manually capture a scan by tapping the shutter button if the camera does not automatically capture your document.**
 - **Select “Save”**
 - **You may click “Done” which will save the document as a note or the**
- Export icon**  **to send the pdf as an email.**
- **EMAIL DOCUMENT TO SMEEHAN@HUFSD.EDU**

Huntington High School Driver Education
 Remote Classroom Instruction
 Classroom Instructor: Mr. Mike Marinello
 Email: mmarinello@hufsd.edu

CAL FORM

Nov/Dec 2020

Google Classroom Code: will be emailed to student once registration is complete

Students must log on every day listed

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	NOVEMBER 3 5:00 – 6:30pm	4	5 5:00 – 6:30pm	6	7
8	9	10 5:00 – 6:30pm	11	12 5:00 – 6:30pm	13	14
15	16	17 5:00 – 6:30pm	18	19 5:00 – 6:30pm	20	21
22	23 5:00 – 6:30pm	24 5:00 – 6:30pm	25	26	27	28
		DECEMBER 1 5:00 – 6:30pm	2	3 5:00 – 6:30pm	4	5
6	7	8 5:00 – 6:30pm	9	10 5:00 – 6:30pm	11	12
13	14	15 5:00 – 6:30pm	16	17 5:00 – 6:30pm	18	19
20 LAST WEEK	21 5:00 – 6:30pm (Final Exam)	22 5:00 – 6:30pm (Final Exam)	23	24	25	26