

Certification of Required School Attendance Form (DMV FORM)

Request from the Registrar (pwilliams@chspanthers.com)

This form is needed for:

- Driver's Education permit <https://www.expresslane.org/Pages/Temporary-Instructional-Permits.aspx>
- Learner's permit
- Driver's license
- Lost license

It is needed for any different occurrence. The same form cannot be used for permit and then to obtain a license. The DMV does not keep a copy on file.

Form Criteria:

- The form must be signed in blue ink and not more than 3 weeks old. (Exceptions are allowed during Summer Break)
- The form cannot be emailed. It must be requested and then picked up.
- A student must be in good standing for attendance to be certified for school attendance. Please see student handbook for attendance criteria.

When to request:

- Please know when you will need this form.
- Please give us a 3-day notice.
- If needed during office closures: Request this form at least 3 days before a school holiday and at least 3 days before the last day of school for summer break. Our offices are closed during school holidays and the summer break.
- Do not request this form more than 2 weeks in advance. It expires in 3 weeks. (exception summer break)

Guidelines for email request:

Student's Full Legal Name: (No Nicknames, include suffix if Jr, II, III, etc.)

Last Name:

First Name:

Middle Name:

Physical Address (No P O BOXES): Include city, state and zip

Do you require a demographic report? Yes No

Date needed by:

NOTE: Request at least 3 days before but not more than 2 weeks early. Requests made over 2 weeks early will not be honored. You must request again in the correct time frame.

We will email the student when the form is ready to be picked up in the guidance office.

Email pwilliams@chspanthers.com if you have questions.