

**DEPARTMENT OF FINANCE AND ADMINISTRATION NOTIFICATION DRIVER'S  
ATTENDANCE FORM FOR STUDENTS**

Pursuant to the requirements of Act 831/876 of 1991:

- 1. It is verified that the following student is properly enrolled and is maintaining a "C" (2.0 GPA) average for the previous semester, or successfully completing an I.E.P. or receiving an exemption.
- 2. This student will require the following accommodations in regard to the written portion of the driver's exam:
- 3. The following student is not currently enrolled or has been expelled from school. We are requesting that his/her license be **suspended**.
- 4. The following student is currently enrolled in school with regular attendance and is requesting to **regain** his/her license.
- 5. Please check here if the student is under 18 years of age and has not graduated.
- 6. "Special education or related services" means an instructional plan specifically designed to meet the unique needs of a student with a disability that adversely affects his or her educational performance and requires an: Individualized education program under the Individuals with Disabilities Education Improvement Act of 2004; or a similar accommodation commonly known as a "**504 Plan**" under the Rehabilitation Act of 1973.

Student Identification Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Ethnicity: \_\_\_\_\_ Sex: \_\_\_\_\_

Students Current Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of School District: \_\_\_\_\_ Phone: \_\_\_\_\_

District Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Official Signature in Blue Ink: \_\_\_\_\_

School Official Name: \_\_\_\_\_

Title of School Official: \_\_\_\_\_ Date: \_\_\_\_\_

If box 3 or 4 is checked, attach this form to:  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
DRIVERS CONTROL  
P.O. BOX 1272  
Little Rock, AR 72203

Place Raised School Seal or  
Official School Signature Stamp here

**\*IMPORTANT INFORMATION:** *This form will be valid until the end of the current semester. If the knowledge exam is not passed by the end of the current semester, the student will be expected to submit a new school form after **January 10<sup>th</sup>** or **June 10<sup>th</sup>** when new semester grades are calculated. School forms dated after June 10<sup>th</sup> will be valid through the summer.*

Form Number PLD-02-00-001 7/91 (Revised 4/06 & 08/06 & 1/07 & 4/15 & 5/17)



# Arkansas State Police Driver's Testing 1-2-3 Checklist

Before written drivers license can begin, applicants under the age of eighteen (18) must have these three (3) items:

1. **Original or Certified Copy of a BIRTH CERTIFICATE**
  - No Hospital Birth Certificates or Birth Registration Cards.
  - No Photocopies or Scanned Documents.
  - Born in Arkansas and need a copy of your birth certificate? Call (501) 233-2336.
  - U.S. citizens born out of country must present a "Birth Abroad Certificate"
    - ✓ Persons with lost certificates may contact birth country's embassy.
  - Non-U.S. Citizens must present Passport with U.S. Visa and current I-94, Permanent Resident Card, Employment Authorization Card, Naturalization Certificate or Certificate of Citizenship.
    - ✓ No photocopies or translated birth certificates accepted.
  
2. **Signature of Parent or Legal Guardian §27-16-702**
  - Parent must be present with a State Driver's License or State ID.
  - Legal Guardians must be present with State Driver's License or State ID and court documents establishing guardianship.
  - A step-parent may sign with the following: State Driver's License and a State Drivers License or State ID.
  - A Financial Responsibility Form may be substituted for the following groups:  
*Job Corps, Youth Challenge, or Boarding School Students*  
\*See an Arkansas State Police License Examiner before you plan to test.
  
3. **School Attendance or Certificate of Completion, School Form or GED or High School Diploma (Not a transcript). §27-16-701(1)(A)(i)(a)**
  - **School Attendance Form** (transcripts will be accepted)- contact your school counselor or principal.
    - ✓ Attendance form should be signed, sealed and dated.
    - ✓ Form is valid through the current semester. If a knowledge exam is not completed by the end of the current semester the student will be required submit a transcript after January 10<sup>th</sup> or June 10<sup>th</sup>, when new semester grades are calculated.
    - ✓ Forms submitted after June 10<sup>th</sup> will be valid though the summer.
  - **Notice of Intent to Home School**- contact your School Superintendent
    - ✓ Notice of Intent to Home School forms must be issued for the current school year. The forms will be valid from August of the current year through the end of the following year.  
Example: Issued August of 2014  
Valid until August 2015
  - Notice of Intent to Home School forms must be notarized.

**Important Information: If you wear contacts or glasses, please bring them with you to test!**

For more detailed information visit our website:

<http://asp.ark.org/services-and-programs/detail/driver-examination>