

GADSDEN COUNTY SCHOOL DISTRICT
Administrative Procedures

Attendance Requirements for Minor Drivers

Below are District administrative procedures for execution of Board Policy 5.361, Attendance Requirements for Minor Drivers.

1. Permission for a student to drive to school shall only be granted if the student has met the requirements established in BP 5.36, BP 5.361, and Section 322.091 of Florida Statutes.
2. On or before October 31 of each school year the District's MIS department shall download the DHSMV attendance report from the District's student data system.
3. A copy of this report shall be provided to the school Principal (or designee) and the District's visiting teacher(s) for review and follow-up with parent/guardians who are in danger of missing 15 school days within a 90-day period.
4. The school Principal (or designee) will notify in writing the parent/guardian of students who are in danger of missing 15 school days within a 90-day period (Notice of Intent to Suspend a Minor's Driver License).
5. No later than November 30, the District's MIS department shall report electronically to the Department of Highway Safety and Motor Vehicles (DHSMV), any student between the ages of 14 and 18 who has accumulated 15 unexcused absences in a period of 90 calendar days.
6. After November 30, DHSMV attendance reports will be provided to Principals (or designee) and the District's visiting teacher(s) on the 15th of each month.
7. The school Principal (or designee) will notify in writing the parent/guardian of students who are in danger of missing 15 school days within a 90-day period (Notice of Intent to Suspend a Minor's Driver License).
8. On or before the last school day of each month, the District's MIS department shall report electronically to DHSMV any student between the ages of 14 and 18 who has accumulated 15 unexcused absences in a period of 90 calendar days.
9. Minors participating in Adult Education must satisfy Florida Department of Adult Education recommendation of six consecutive weeks of attendance without unexcused absences.
10. Students reported to DHSMV due to failure to meet school attendance and/or enrollment requirements for driving privileges shall not be allowed to drive to school until such time that the student demonstrates they have attended school for 30 consecutive days without unexcused absences and that the DHSMV has reinstated their driver's license privileges.
 - a. The count begins the first day after the last unexcused absence.
 - b. If an unexcused absence occurs during the 30-day accumulation period, the count starts over.

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11. The school Principal (or designee) may not complete the DHSMV Driving Privilege/Eligibility form until the student has demonstrated attendance requirements have been met.
12. The following are the parent/guardian responsibility:
 - a. Pay any reinstatement fees directly to the DHSMV.
 - b. Obtain the completed and signed DHSMV Driving Privilege form from the school Principal (or designee).
 - c. Provide to the school Principal the official DHSMV form of reinstatement of the student's driving license.
13. The parent/guardian has 15 calendar days after the date of receipt of the Notice of Intent to Suspend student driving privileges to request a hardship waiver hearing (Section 322.091(3), Florida Statutes) as outlined in BP 5.361.
14. The school Principal (or designee) is responsible for conducting hardship hearings for the purpose of reviewing pending suspension of driving privileges.