



900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.org

To all Insurance Companies providing a Certificate of Insurance to the Kansas Department of Education:

Please make sure that the *Certificate of Insurance* contains the following information:

1. **Name** of *Commercial Driving School* for which the vehicle will be used.
2. **Amount** of coverage.
3. **Vehicle** make, model and year.
4. **Expiration Date** of Policy
5. The *Kansas Department of Education* is listed as an **Interested Party** to be notified at least 10 days before insurance is to be changed or cancelled.
6. **Date** the information is being mailed, e-mailed or sent to:
Kansas Department of Education
900 SW Jackson St., Ste. 106.
Topeka, KS 66612

Thank you,
Robyn Meinholdt
Public Service Administrator - Driver Education
Teacher Licensure and Accreditation
(785) 296-3379
rmeinholdt@ksde.org
www.ksde.org
Kansas Leads the world in the success of each student.

You can stay up to date on KSDE Driver Education information [here](#)