

Driver Education



June 2020

**Information may have changed. For more information about COVID-19, visit KDHE's website and Frequently Asked Questions at kdheks.gov/coronavirus and cdc.gov/coronavirus. To view Ad Astra plan, [click here](#)*

Who do I contact and for what?



Kansas Department of Revenue: Kansas Division of Vehicles (DMV), Driver Licensing, Instructor Portal, DE99:
Michele Chavez (785) 368-8532 (desk) | (785) 296-5857 (fax) |
Michele.Chavez@ks.gov | www.ksrevenue.org | 300 SW 29th St. | Topeka, Kansas 66601

Kansas State Department of Education: Instructor Licenses, Driver Education Curriculum, Reimbursement Portal, DE Professional Development/Resources: Robyn Meinholdt (785) 296-3379 (desk) rmeinholdt@ksde.org
ksde.org | 900 SW Jackson St., Ste. 106 | Topeka, KS 66612

Driving Record Notification

Commercial School owners, don't let this delay licensure. Inform applicants early of this requirement.

All applications for instructor licenses must be accompanied by a current DMV Driving Record (*must be dated within 3 months of issuance of license*). This is also a yearly requirement as renewals happen. Effective in 2005, all applications for instructor licenses must be accompanied by a current DMV Driving Record (*must be dated within 3 months of issuance of license*). This is also a yearly requirement as renewals happen. The record may be obtained at any State office. The URL Web Address to the Kansas Dept of Revenue Driver Control Record Division in Topeka is: <https://www.ksrevenue.org/pdf/trdl302.pdf> and phone number is 785-296-3671. Please review forms 9-416-102 (Operator's license application) and 0-416-101 (Teacher's license application) for the changes in requirements. Applications are available at [here](#)

Driver Education

Administrative Guidelines

Administrative Guidelines have been updated. Contact rmeinholdt@ksde.org or view them on the KSDE Website > Driver Education

Online Testing Resources

→ Google Classroom - Classroom is a free service for schools, non-profits, and anyone with a personal Google account. Classroom makes it easy for learners and instructors to connect—inside and outside of schools. Classroom saves time and paper, and makes it easy to create classes, distribute assignments, communicate, and stay organized.

→ Proctor U can be used to take tests by remote. This is another option to use for online testing. <https://www.proctoru.com/>

→ Respondus is helping educators' transition to remote learning. [Learn More](#)
<https://web.respondus.com/>





Kansas leads the world in the success of each student.

Reimbursement Deadline as set in Regulations (For School Districts)

91-5-4. Reimbursement. On and after September 1, 1998, annual reimbursement shall be based on the number of eligible students who have completed the requirements of an approved program during the **preceding 12 months**. Distribution of funds shall be made on or before November 1 of each year. *(Authorized by K.S.A. 72-7514; implementing K.S.A. 8-272; effective Jan. 1, 1966; amended Jan. 1, 1970; amended, E-74-3, Oct. 5, 1973; amended Jan. 1, 1974; amended, E-76-12, Jan. 23, 1975; amended May 1, 1978; amended May 1, 1979; amended May 1, 1980; amended Dec. 18, 1998.*

By statute (K.S.A. 8-272), in August of each year, the superintendent of each school district and the governing authority of each nonpublic school shall report to the state board of education the number of students who have been in attendance for a complete driver training course during the past school year. Therefore, if a student does not complete the driver training course prior to August 31st, the school will not be able to claim that student for reimbursement purposes *for that year*. Students who complete the course after August 31st would be eligible to be claimed for reimbursement *in the following year*.

SAFE is a free, student-led, peer-to-peer program focusing on increasing teen restraint compliance through education, positive rewards and enforcement.

- 🚗 It is designed to bring awareness to the importance of wearing a seatbelt, therefore reducing the number of crash-related injuries and fatalities among Kansas teens.
- 🚗 Your school can sign up for SAFE now!
- 🚗 The goal of SAFE is to increase seatbelt use among students while providing strong traffic safety messages throughout the school year.
- 🚗 Click [here](#) for more information

Kansas Handbook Test & Permit

With advisement from the Kansas Driver Education Advisory Board, and requirement(s) from the DMV/KDOR, please see statements below:

- Previous practice stands to have students take the Kansas Handbook Test in person; Kansas Handbook tests **CANNOT** be taken or presented online.
- It is **recommended** students take the Kansas Handbook test prior to the DE class. This is **recommended** not required, however this would allow drive instructors to begin driving on the first day of class with those students who already hold their permit. The student would still be required to

attend DE class and learn (or review) the content covered. The ones who already held a permit would be exempt from having to stay to take the actual exam.

- Since you are to give the written handbook test to every student, whether they have a current Permit or not, you will enter the Portal application with the *expired* Permit K number and then give the student the written test along with the rest of the class. As long as the student passes you will give them the Parent/Guardian DE-99 Permit and tell them to take it to the DMV to get a new Permit issued.

KSDE – Driver Education Website QUICK LINKS

[Driver Education Home](#)

[Commercial Driving Schools](#)

[Driver Education and Motorcycle Resources](#)



Kansas leads the world in the success of each student.

Virtual and e-Learning Terms and Definitions provided by **ANSTSE**

Online – a driver education program in which the classroom/theory portion is delivered via the Internet.

Online-based learning system – a driver education program in which the classroom/theory portion is delivered via the Internet.

eLearning – a robust platform using a Learning Management System (LMS)

Virtual - with respect to online education, being on or simulated on a computer, electronic device or computer; occurring or existing primarily online.

Asynchronous – communication exchanges which occur in elapsed time between two or more people. Examples are email, online discussion forums, message boards, blogs, podcasts, etc.

Synchronous – refers to a setting in which the instructor and student(s) participate in the instruction at the same time.

Curriculum – the overall written program of instruction, including classroom, behind-the wheel, and observation instruction. Generally required to be approved by the State in which the program is delivered.

Content – the subject matter taught in driver education.

Kansas Driver Safety Education Association (KDSEA) Member

Application [here](#) Contact Gary Scott | 1617 E Sheridan Bridge Lane | Olathe, Kansas 66062-2233

Cell: 913-481-1401 | E-mail: scottskufhsu@sbcglobal.net or scottskufhsu@gmail.com

For more information, contact:

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