

DTSE

STUDENT INFORMATION SHEET

General Information

- You must have your Driver's License or Learner's Permit with you in order to drive.
- Please be on time for your driving sessions.
- During the driving sessions, you must not do anything that will distract the student driving or the instructor. There will be no sleeping, reading or use of any electronic device during driving.
- Dress as you would for school but please refrain from wearing sandals or flip-flops.
- In the event you cannot attend your classroom or driving instruction, please call the liaison for your school district: **Mr. Mike DeMay @ 585-739-4440**

Certificates and Licensing

- Pre-licensing certificates (MV-278):
The MV-278 is issued by the classroom instructor to students who have completed the portion of the DTSE program equivalent to the DMV approved 5-hour licensing class. They are available upon student request once the pre-licensing portion of the classroom training is complete. The MV-278 is used to schedule a road test prior to DTSE course completion.
- Student Certificate of Completion (MV-285):
Students are eligible to receive the Student Certificate of Completion (MV-285) upon successful completion of the DTSE program. Successful completion is dependent on the student:
 - i. Achieving a grade of 65 or better in classroom instruction **and** a grade of 65 or better in driving instruction; and
 - ii. Meeting the 24 hour classroom and 24 hour laboratory course attendance requirements.
- After your last class, please wait at least two weeks before contacting the office at 585-249-7029 regarding the issuance of your Student Certificate of Completion (MV-285).

Attendance and Make-Up Policy

- Students must attend all (16) driving sessions and all (16) classroom sessions. All sessions (driving and classroom) are 1½ hours (90 minutes) in length.
- When a student is absent from a driving session and/or a classroom session, the session must be made up. A student may not incur more than four absences in any combination during the course of study. All make-ups are scheduled by the classroom instructor in conjunction with the DTSE liaison.
- Withdrawals from the program must occur at least five days before the start date. Refunds will not be given after the program begins.
- Please be aware that due to New York State DTSE regulations, we cannot schedule a make-up driving session with only one student in the car.