Online Application Form

Instructions

Applications filled out incorrectly will be denied. Please take a few minutes to view these instructions.
The Online Application Form is visible during active application periods. The link will be active at 9:00 a.m. on the first day of the application period.
Before filling out the form, read the top portion of the application for important information.
Click on the Traffic Education Policy 2163 link to view general policy information, including absence information. The link will open in a new window.
INSTRUCTION

Traffic Education
Bozeman School District #7 is a state-approved traffic education program and follows the Traffic Education Standards/Requirements/Procedures for High School Driver Education Programs, published by the State of Montana, Health Enhancement and Safety Division, Traffic Education Unit, Office of Public Instruction. Students fifteen (15) years old or older, or who will reach their fifteenth (15th) birthday within six (6) months of the course completion, are eligible to enroll in a traffic education program. Students are scheduled by age, with the oldest student having first priority. The traffic education program forms the foundation for safe, prudent driving behaviors. The traffic education program is designed to meet the criteria established by the Superintendent of Public Instruction. These criteria include requirements for instructional time, for instructor certification, recommendations for course of study and reimbursement procedures. The policies and procedures under which the traffic education program operates underscore the weighty responsibility the District assumes in the offering of this program and provides a level of accountability to the state and its citizenry.

Student contact time for instruction and drive time shall be a minimum of that required by State Law. Attendance at all classes is expected though up to two (2) class absences will be allowed with appropriate classwork made up. A third classroom absence will result in an "Unsuccessful" completion of the class. No absences are allowed for the in-car drives/observations or the last two days of class in each session.

Legal Reference:
20-7-502, MCA Duties of superintendent of public instruction
20-7-503, MCA District establishment of traffic education program
20-7-507, MCA District traffic education fund
0.13.307, ARM Program Requirements
Adopted: 6-12-06 Rev.: 06-11-18
Click on the Procedures 2163P link to view information regarding class placement, etc. The link will open in a new window.
Traffic Education

Program Information:
Traffic education information distributed to each parent at each application meeting and
to each parent who comes to the Adult and Community Education office. The information
is addressed verbally at each application meeting and posted on the traffic education
website, wwwbsd7.org/students_parents/traffic_education.

Enrollment:
1. The student’s full legal name as appears on birth certificate is required on the
   application.
2. All applications accepted. Priority is given to students who reside in School District 7
   geographic boundary.
3. Students must re-apply for a new session of Traffic Ed if they were unsuccessful
   getting into a class in a prior application process.
4. Class lists are determined by date of birth, i.e., older students have priority.
5. Parents/guardians of students who are accepted into a class will receive a letter, sent
   to address listed on application form, with class details, i.e., location, teachers, payment
   schedule, etc.
6. Once the program fee is paid, there are no refunds, credits, or makeups.

Attendance:
1. Student and parents/guardians should consider family/student schedules: sports,
vacations, jobs, etc. since attendance in the Traffic Ed class is mandatory.
2. Attendance at all classes is expected, though up to two (2) class absences will be
   allowed with appropriate classwork made up. A third classroom absence will result in an
   “unsuccessful” completion of the class. No absences are allowed for the in-car
   drives/observations or the last two days of class in each session.
3. Driving is conducted on some Saturdays.

Adopted: 6-12-06 Rev: 8/11, 10/14, 7/17, 7/18
IMPORTANT!
• Name: Enter name as it appears on the birth certificate!
• Middle Name: Enter full middle name. If no middle name, enter “None”.
• Residential Address: Used to verify that the student lives within bsd7 boundaries
• Mailing Address – Enter full mailing address even if it is the same as residential. Do not write “same”.
Parent/Guardian #1 Email: The email address entered in this field is where you will receive all communication from the office, including the confirmation email, notification of acceptance or wait list, etc.

Acceptance and wait list notification emails will be sent to applicants the Friday after the application period ends.
The **required** parent meeting is on the **2nd** class day. It *must* be the legal parent/guardian who attends the meeting, provides documentation and signs the application for the driver license.
After clicking the Submit button, this message will appear on the screen.
You should immediately receive an email with the subject line “Automated Email Response” from notification@sharpschool.com to the email address you entered in the Parent/Guardian #1 field. If you do not receive the submission confirmation email, then it may not have been submitted successfully! It is the family’s responsibility to ensure the application was received by contacting the office before the end of the application period to verify it is in the system. If this happens over the weekend, fill out the application again, take a screen shot of the filled-out application and leave a message at 522-6013 by 8:30 a.m. the morning after the application period ends. Without proof of submitting, we will not be able to include the student in the applicant pool. Calls after 8:30 a.m. will not be accepted.
Application submission does not place your student in a class but includes them in the applicant pool. This email confirms you have an application submitted.
Acceptance Letter: If your student is accepted, you will receive a letter via email (to the email address you listed on the application).

Wait List Students: If a spot becomes available, our office will call the phone number you provided on the application. If the voicemail has not been set up or if the mailbox is full, we will immediately move on to the next wait list person.

If you do not make it into the session, you must reapply for the next session.
If payment is not received by the deadline, your student will be dropped, and a Wait List student will be immediately called.