

Online Application Form Instructions

Applications filled out incorrectly will be denied. Please
take a few minutes to view these instructions.

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laurie.micklewright

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Traffic Education

Traffic Education

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Bozeman Public Schools / Teaching and Learning / Traffic Education

Welcome to the Traffic Education Program!

The next available Traffic Ed session is Fall Session.

Fall Session: Sept. 18 - Oct. 25

Students with a birthdate on or before March 18, 2005, are eligible to apply. Class placement is based on date of birth which we verify. It is not first come first served. Class times are Monday - Friday, 4 - 6 p.m. The (6) 2-hour drive times can be 6 - 8 a.m., 6 - 8 p.m., PIR days and Saturdays. Schedules are made by the instructor and will be available the first few days of class.

Fall Application Period: Aug. 19 - 25

The application period will be active on Monday, Aug. 19, at 9:00 a.m. and will be visible under the Traffic Ed Program Information & Schedules link to the left of this page. Applications are submitted online and can only be submitted during application periods.

Before Applying: View the Online Application Instructions link (to the left of this

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.



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ONLINE APPLICATION FORM

Students are eligible to enroll in a Traffic Ed class at 14 1/2 years of age. Acceptance into the program is based on available space, with priority given to older students. If a student is not placed into the session for which they applied, they will need to re-apply for subsequent sessions as application periods become available.

Check www.bsd7.org/community/traffic_education for session details, including notification and wait list procedures.

SUMMER A Session Dates: May 24 - June 29

Application period: April 4 - 11

Traffic Education Policy: [2163](#)

Traffic Education Procedure: [2163P](#)

NOTE: Email confirmation of form submission will be sent to the email address entered into the **Parent/Guardian #1 Email** field on this form. If you do not receive an email confirmation immediately after submitting application, call 522-6013.

TRAFFIC EDUCATION APPLICATION FORM

Student Information: *As it appears on the birth certificate*

Student's First Name:

Student's Full Middle Name (Enter none if no middle name):

Student's Last Name:

Student's Date of Birth: (mm/dd/yyyy)

Before filling out the form, read the top portion of the application for important information.

Bozeman Public Schools » Community » Traffic Education » [Online Application Form](#)

ONLINE APPLICATION FORM

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SUMMER A Session Dates: May 24 - June 29

Application period: April 4 - 11

[Traffic Education Policy: 2163](#)

[Traffic Education Procedure: 2163P](#)

NOTE: Email confirmation of form submission will be sent to the email address entered into the Parent/Guardian #1 Email field on this form. If you do not receive an email confirmation immediately after submitting application, call 522-6013.

TRAFFIC EDUCATION APPLICATION FORM

Student Information: *As it appears on the birth certificate*

Student's First Name:

Student's Full Middle Name (Enter none if no middle name):

Student's Last Name:

Student's Date of Birth: (mm/dd/yyyy)

Student's Residential Address: *Physical Address - No P.O. Boxes*

Residential Street Address:

City:

State:

Zip Code:

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

Traffic Education
Information and Schedules

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Bozeman Public Schools » Community » Traffic Education » [Online Application Form](#)

ONLINE APPLICATION FORM

Students are eligible to enroll in a Traffic Ed class at 14 1/2 years of age. Acceptance into the program is based on available space, with priority given to older students. If a student is not placed into the session for which they applied, they will need to re-apply for subsequent sessions as application periods become available.

Check www.bsd7.org/community/traffic_education for session details, including notification and wait list procedures.

SUMMER A Session Dates: May 24 - June 29

Application period: April 4 - 11

Traffic Education Policy: [2163](#)

Traffic Education Procedure: [2163P](#)

NOTE: Email confirmation of form submission will be sent to the email address entered into the Parent/Guardian #1 Email field on this form. If you do not receive an email confirmation immediately after submitting application, call 522-6013.

TRAFFIC EDUCATION APPLICATION FORM

Student Information: *As it appears on the birth certificate*

Student's First Name:

Student's Full Middle Name (Enter none if no middle name):

Student's Last Name:

Student's Date of Birth: (mm/dd/yyyy)

Student's Residential Address: *Physical Address - No P.O. Boxes*

Residential Street Address:

City:

State:

Zip Code:

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, www.bsd7.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.

TRAFFIC EDUCATION APPLICATION FORM 2016-03-28 09:38 AM(MST)

Student Information: *As it appears on the birth certificate*

Student's First Name: Elizabeth

Student's **Full** Middle Name (Enter none if no middle name): Megan Anne

Student's Last Name: Johnson

Student's Date of Birth: 03/15/2000 (mm/dd/yyyy)

Student's Residential Address: *Physical Address - No P.O. Boxes*

Residential Street Address: 404 West Main

City: Bozeman

State: MT

Zip Code: 59715

Student's Mailing Address: *If same as residential address please retype*

Mailing Street Address: PO Box 1818

City: Bozeman

State: MT

Zip Code: 59716

School Information:

Where does your student attend school?: BHS

Parent/Guardian #1 Information:

Parent/Guardian First Name: Teresa

Parent/Guardian Last Name: Johnson

Parent/Guardian Email: laurie.micklewright@bsd7.org

Parent/Guardian Phone: 406-522-6013

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".

School Information:
Where does your student attend school?: BHS

Parent/Guardian #1 Information:
Parent/Guardian First Name: Teresa
Parent/Guardian Last Name: Johnson
Parent/Guardian Email: laurie.middlewright@bsd7.org
Parent/Guardian Phone: 406-522-6013

Parent/Guardian #2 Information:
Parent/Guardian First Name: Kurt
Parent/Guardian Last Name: Johnson
Parent/Guardian Email: Kurt.J@bsd7.org
Parent/Guardian Phone: 406-522-6012

I Agree to the Following Statements:
If accepted, do you agree to pay for the Traffic Education Textbook (\$50.00) if it is not returned to the instructor or is damaged beyond repair?
If accepted, do you agree to attend the required parent meeting on the 2nd day of class?
Selecting "I Accept" signifies student AND parent/guardian understanding and acceptance of traffic education program policy and procedure regarding attendance, no refunds, and general program operation.
☒ I Accept

Submit Cancel

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404 West Main Street, Bozeman MT 59715 | Phone (406) 522-6000 | Fax (406) 522-6050

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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.

School Information:
Where does your student attend school?:

Parent/Guardian #1 Information:
Parent/Guardian First Name:
Parent/Guardian Last Name:
Parent/Guardian Email:
Parent/Guardian Phone:

Parent/Guardian #2 Information:
Parent/Guardian First Name:
Parent/Guardian Last Name:
Parent/Guardian Email:
Parent/Guardian Phone:

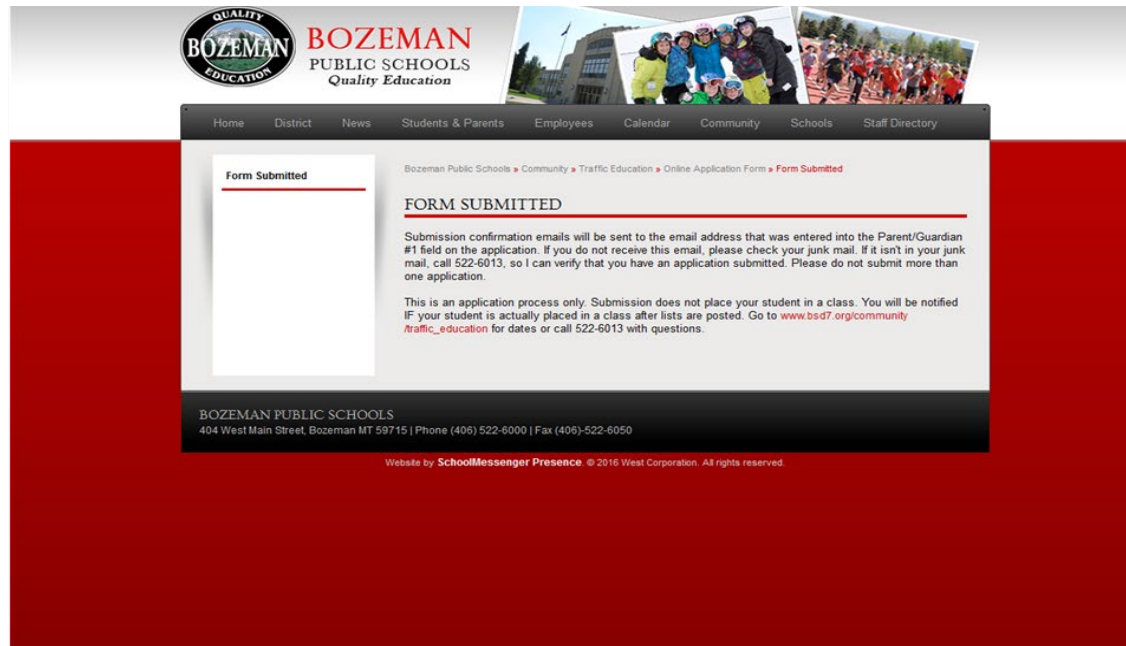
I Agree to the Following Statements:
If accepted, do you agree to pay for the Traffic Education Textbook (\$50.00) if it is not returned to the instructor or is damaged beyond repair?
If accepted, do you agree to attend the required parent meeting on the 2nd day of class?
Selecting "I Accept" signifies student AND parent/guardian understanding and acceptance of traffic education program policy and procedure regarding attendance, no refunds, and general program operation.

☒ I Accept

BOZEMAN PUBLIC SCHOOLS
404 West Main Street, Bozeman MT 59715 | Phone (406) 522-6000 | Fax (406)-522-6050

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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.

Automated Email Response



notification@sharpschool.com

To: mattlauriem@msn.com

Reply

Mon 3/28/2016 9:38 AM

Newsletters

You forwarded this message on 3/30/2016 11:02 AM

This is an application process only. Submission does not place your student in a class. You will be notified IF your student is actually placed in a class after lists are posted. Go to www.bsd7.org/community/traffic_education for dates or call 522-6013 with questions.

Name	Value
Student's First Name	Elizabeth
Student's Middle Name	Megan Anne
Student's Last Name	Johnson
Student's DoB	02/15/2000
Residential Street Address	404 West Main
Residential City	Bozeman
Residential State	MT
Residential Zip Code	59715
Mailing Street Address	PO Box 1818
Mailing City	Bozeman
Mailing State	MT
Mailing Zip Code	59716
School Selection	BHS
Parent or Guardian 1: First Name	Teresa
Parent or Guardian 1: Last Name	Johnson

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.

Automated Email Response



notification@sharpschool.com

To: mattlauriem@msn.com

Reply

Mon 3/28/2016 9:38 AM

Newsletters

You forwarded this message on 3/30/2016 11:02 AM

This is an application process only. Submission does not place your student in a class. You will be notified IF your student is actually placed in a class after lists are posted. Go to www.bsd7.org/community/traffic_education for dates or call 522-6013 with questions.

Name	Value
Student's First Name	Elizabeth
Student's Middle Name	Megan Anne
Student's Last Name	Johnson
Student's DoB	02/15/2000
Residential Street Address	404 West Main
Residential City	Bozeman
Residential State	MT
Residential Zip Code	59715
Mailing Street Address	PO Box 1818
Mailing City	Bozeman
Mailing State	MT
Mailing Zip Code	59716
School Selection	BHS
Parent or Guardian 1: First Name	Teresa
Parent or Guardian 1: Last Name	Johnson

Parent or Guardian 1: Email mattlauriem@msn.com

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*.

Congratulations! Your student has been accepted into the upcoming Traffic Education class. If your student no longer wants to be enrolled in this class, please call our office immediately, so we can offer the opening to another student. **SAVE the following important information:**

CLASS INFORMATION

- INSTRUCTOR: Mr. Clayton
- ROOM: Bozeman High School, N-242 (Located in new part of BHS on 11th Street. Use the N-2 door near the tennis courts.)
- DATES: July 9 – August 10
- CLASS TIMES: Monday – Friday, 11 a.m. – 1 p.m.
- DRIVE TIMES: 6 required 2-hr. drives can include: before or after class and Saturdays. The schedule will be given by the instructor the first few days of class.

REQUIRED PARENT MEETING INFORMATION

- DATE: Tuesday, July 10, 12:00 p.m. – 1 p.m. (on 2nd class day)
- ROOM: Bozeman High School, N-244/246
- REQUIRED DOCUMENTS:
 - Parent ID for signature verification AND
 - Two forms of student's proof of ID: Two primary *or* one primary and one secondary. The Social Security number is needed regardless of which forms of ID are chosen.

Acceptable documents include:

<u>Primary:</u>	Certified Birth Certificate Unexpired Passport
<u>Secondary:</u>	Original Social Security Card Current school photo ID with name and ID number

PAYMENT INFORMATION – NO REFUNDS OR CREDITS

- FEE: \$300.00 received in Adult Ed Office. Payments are NOT accepted by mail and must be made by student's parent or legal guardian.
- PAYMENT PERIOD: May 14 - 23, by 5:00 p.m., Wednesday, May 23.
 - Cash
 - Checks – Payable to Traffic Education
 - Credit Cards – MasterCard, VISA, DiscoverTo pay by phone, call 522-6013.

ATTENDANCE

- Student attendance is expected for all days even though 2 absences are allowed. However, a 3rd absence _____

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.

- **DRIVE TIMES:** 6 required 2-hr. drives can include: before or after class and Saturdays. The schedule will be given by the instructor the first few days of class.

REQUIRED PARENT MEETING INFORMATION

- **DATE:** Tuesday, July 10, 12:00 p.m. – 1 p.m. (on 2nd class day)
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- Acceptable documents include:
- | | |
|-------------------|---|
| <u>Primary:</u> | Certified Birth Certificate |
| | Unexpired Passport |
| <u>Secondary:</u> | Original Social Security Card |
| | Current school photo ID with name and ID number |

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 - o Cash
 - o Checks – Payable to Traffic Education
 - o Credit Cards – MasterCard, VISA, Discover
- To pay by phone, call 522-6013.

ATTENDANCE

- Student attendance is expected for all days even though 2 absences are allowed. However, a 3rd absence is an automatic "unsuccessful".
- Avoid absences on the last two days of class because the Final is given and is required for successful completion of the class. The Final cannot be rescheduled.

Adult Ed Office: 404 W. Main St, Rm 227 (Willson School Building)

Office Hours: 7:30 – 11:30 a.m.; 12:30 – 4 p.m. **Summer Hours:** 8:00 a.m. – 12:00 p.m. (June 13 – Aug. 10)

*The Traffic Ed office will be open until 5:00 p.m. on the payment deadline day, May 23.

IF YOU HAVE QUESTIONS, email laurie.micklewright@bsd7.org.



If payment is not received by the deadline, your student will be dropped, and a Wait List student will be immediately called.