

**COMMONWEALTH OF KENTUCKY**  
**SCHOOL COMPLIANCE VERIFICATION FOR DRIVER LICENSING**  
**KRS 159.051 (NO PASS/NO DRIVE STATUTE)**

A legal parent or guardian must complete and sign the student information section. Please return form with parent/guardian signature to the school. School personnel will verify that this student is in compliance with KRS 159.051.

**STUDENT INFORMATION (to be completed by parent)**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*Last First Middle Month/Date/Year*  
Last Four Digits of Social Security Number: XXX-XX-\_\_\_\_\_

**PARENT/GUARDIAN CONSENT**

*I hereby consent to the release of the above information to the Department of Transportation as set forth in KRS 159.051 as it relates to No Pass/No Drive. I fully understand that in order for this form to be verified my child must be compliant with KRS 159.051.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**KY PUBLIC SCHOOL INFORMATION (to be completed by school)**

District: Jefferson Full Name of School: Atherton High School  
School Telephone Number: ( 502 ) 485- 8202  
School Address: 3000 Dundee Road Louisville, KY Jefferson 40205  
*Street City County Zip Code*

**SCHOOL CERTIFICATION**

*I hereby certify that this student is in compliance with KRS 159.051.*

Designated School Representative: \_\_\_\_\_  
*Signature Print Name*  
Date: \_\_\_\_\_ *(This verification form is invalid sixty (60) days from this date.)*

**AFFIX SCHOOL SEAL** (Please affix school seal)

**HOME SCHOOL AND OUT-OF-STATE SCHOOL CERTIFICATION (to be completed by DPP)**

*I hereby certify that this home school or out-of-state school and student are registered and in compliance with 601 KAR 13:070.*

Public School District Director of Pupil Personnel: na na  
*Signature Print Name*  
Date: na *(This verification form is invalid sixty (60) days from this date.)*

To apply for a driver's license, submit the completed form to the Circuit Clerk's Office with the following documents: an original or certified copy of the student's birth certificate and signed social security card. Additionally, a parent or legal guardian must be present to give his/her consent.

# No Pass/No Drive Law (KRS 159.051)

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Became law on June 25, 2007

Implementation begins August 1, 2007

- n Involves all public (and private) schools in Kentucky
- n Only applies to 16 and 17-year-old students

# Five Topics for this Training

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- I. No Pass/No Drive Law: **Requirements**  
(Including the Two Ways Students  
become Noncompliant)
- II. Description of the Web Portal Linking  
Schools with the Division of Driver  
Licensing

*cont.*

# Five Topics for this Training

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- III. Forms & Letters Available to Schools (via web portal)to Communicate with Parents
- IV. Suggestions on ways to Share Information with Community, Parents and Students
- V. Suggestions for District and/or School Policies on No Pass/No Drive Law

# I. No Pass/No Drive Law Requirements

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The law results in the denial or revocation of a student's drivers license for two different reasons:

1. Academic Deficiency
2. "Dropping Out" of School (Excessive Absences, or Traditional Dropout)

# 1. Academic Deficiency

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The No Pass/No Drive Law defines Academic Deficiency as a **“student who does not have passing grades in at least four (4) courses, of the equivalent of four courses, in the preceding semester.”**

# Academic Deficiency

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What does “**four courses, or the equivalent of four courses**” mean for schools?

Definition?????

# Academic Deficiency

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Most Kentucky schools utilize a six-period day:  $4/6 = 66\%$

Therefore, KDE is recommending that students need to pass 66% of their courses (per semester) to be compliant with No Pass/No Drive

*\*\*Please see conversion chart on following slide for other semester configurations*

# Academic Deficiency

(Recommended by KDE)

<u>Courses Per Semester</u>	<u>Courses Students Need to Pass</u>
4	3
5	4
6	4
7	5
8	6

# Academic Deficiency

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No Pass/No Drive Law Requires Districts to Define “Academic Deficiency” for other programs and student populations:

**“The local school board shall adopt a policy ... similar standard... for students in alternative, special education, or part-time programs.”**

## 2. “Dropping Out” of School

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### No Pass/No Drive Definition:

- n A student with nine or more unexcused absences in a semester (absences due to suspension are considered unexcused),  
or
- n Traditional Dropout

# “Dropping Out”

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- n Occurs when a 16 or 17-year-old student has nine (9) or more unexcused absences
- n The school will then report this information to the Division of Driver Licensing (via web portal). This report can be made at the end of the semester, or earlier (school choice).

# Dropping Out

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- n If a 16 or 17-year-old student drops out of school, the school will contact the Division of Driver Licensing (via web portal). Reporting (via web portal) will occur when the student drops out of school.

## When Does No Pass/No Drive Begin? (what semester?)

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- n Schools will use grades and unexcused absences (or students dropping out) beginning with the fall semester of 2007

# How do Students become Compliant (after being Noncompliant)?

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The No Pass/No Drive Law states,

“A student... may reapply ... as early as the end of the semester during which he... successfully completes the educational requirements.”

KDE recommends the student be in compliance (good standing) for a full semester before regaining driving privileges

*cont.*

## How do Students become Compliant (after being Noncompliant)?

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The No Pass/No Drive Law also states,

**“ A student may also reapply for his driver’s license at the end of a summer school semester which results in the student having passed at least four (4) courses... during the successive spring and summer semesters.”**

## What Happens After Schools Report Students as Noncompliant (via Web Portal)

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- n Transportation Cabinet notifies student (“as soon as possible”) that driver’s license has been revoked or denied
- n Informs student of the option of “right of hearing” before District Court
- n The Court can reinstate license due to “hardship” factors

# No Pass/No Drive Law

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To Review the Full Text of the Law:

Legislative Research Commission (Website)

[www.lrc.ky.gov/record/07RS/record.htm](http://www.lrc.ky.gov/record/07RS/record.htm)

(Search House Bill (HB) 32)

## III. Web Portal Information

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The Transportation Cabinet has established a web portal to allow electronic communication between schools and the Division of Driver Licensing.

This will facilitate the exchange of information between schools and the Division of Driver Licensing.

# Web Portal Information

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The web portal is a secure site and only registered, authorized users can access it.



# Web Portal Information

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After the passage of No Pass/No Drive,  
KDE contacted all public school districts



# Web Portal Information

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KDE asked each superintendent to designate a District Contact for No Pass/No Drive

The District Contact will have access, via web portal, to all information reported by schools in the district in regard to

No Pass/No Drive

# Web Portal Information

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KDE also asked that up to three (3) persons at each school (with 16 or 17-year-old students) register as “authorized users” at the web portal

# Web Portal Information

For Each School District:



**1 District Coordinator with Access to all Information entered by Schools**

**Up to 3 Authorized Users at Each School with 16 or 17-year-old students**



# Web Portal Information

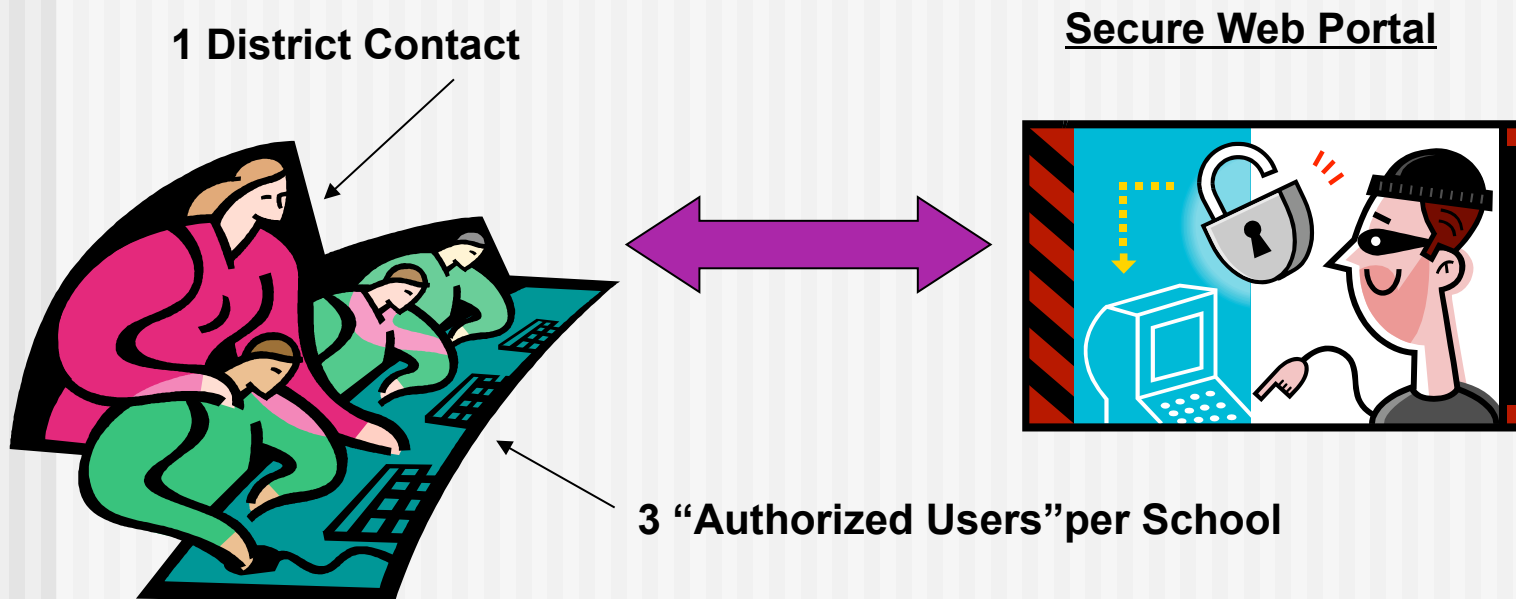
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All “authorized users” for each school need to register on the web portal.

This includes choosing a “user name” and a password. If people forget their user names or passwords, prompts will be available to help them remember

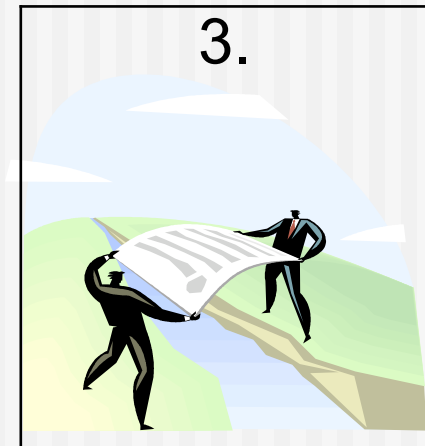
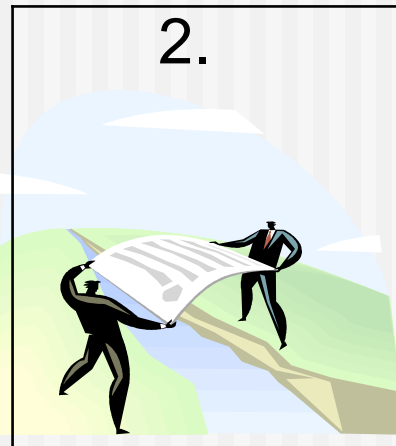
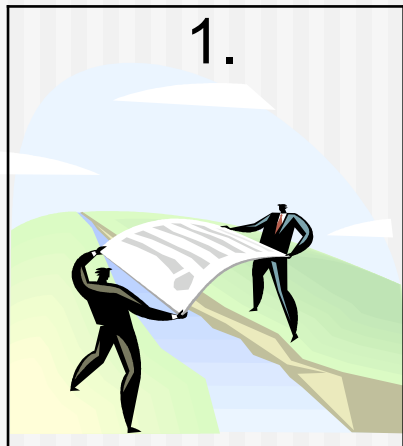
# Web Portal Information

The District Contact also needs to register on the web portal



# Web Portal Information

Schools will use the web portal to communicate three different types of information to the Division of Driver Licensing



# Web Portal – No Pass/No Drive

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1. Noncompliant Students (for excessive absences/dropout, or academic deficiency)
2. Students who are compliant (after being noncompliant)
3. Noncompliant Error

*\*\*Compliant Error (does not involve web portal)*

*cont.*

# Using the Web Portal to Communicate with the Division of Driver Licensing

1. Noncompliant Students:
  - n Academic Deficiency
  - n Excessive Absences/Dropping Out



## Using the Web Portal to Communicate with the Division of Driver's Licensing

### 2. Students who were Noncompliant, but are **NOW Compliant**

n Students have improved their grades

n Students have improved their attendance



## Using the Web Portal to Communicate with the Division of Driver's Licensing

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3. Noncompliant Error: It's possible that a school's "authorized user" could mistakenly report a student as noncompliant. The web portal can be used to notify the Division of Driver's Licensing of this error, and a correction will be made.



## \*\*Compliant ERROR

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If an “authorized user” from a school mistakenly reports a student as compliant on the web portal(student is actually noncompliant), the school would contact:

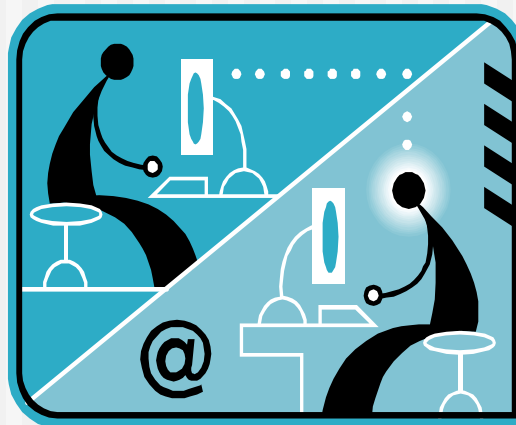
KDE Dropout Prevention Branch

502-564-4772

# Web Portal Information

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Let's look at the web portal:



Upon entering the No Pass/No Drive Reporting System site, you are prompted to log in.

The screenshot shows the top navigation bar of the Kentucky.gov website. It includes the 'Kentucky.gov' logo, links for 'KY Agencies | KY Services | Search', a search input field with a 'Go' button, and a 'CMS Web Author Console' section with a 'Switch To Edit Site' button. Below this is a blue banner with the 'Kentucky.gov' logo and the text 'Development & Testing'. A breadcrumb trail reads: 'Home > Example > Prototypes > No Pass No Drive > No Pass No Drive'. The main content area features the 'Kentucky UNBRIDLED SPIRIT' logo, a heading for 'No Pass No Drive Reporting System', and a welcome message: 'Welcome to the Kentucky Transportation Cabinet's online system to report eligibility requirements of students for licenses per KRS 159.051 No Pass No Drive. This service allows schools to electronically report students with driver licenses or permits who do not meet the requirements of KRS 159.051 or for students who need a verification letter to apply for a permit.' A 'Login Now' link is provided. The footer contains a 'Site Map' link, a list of links: 'Privacy | Security | Disclaimer | Accessibility Statement', and copyright information: 'Copyright © 2007 Commonwealth of Kentucky All rights reserved.' The date 'Last Updated 5/15/2007' is also present.

Kentucky.gov

KY Agencies | KY Services | Search Kentucky.gov for  Go


CMS Web Author Console

[Switch To Edit Site](#)

**Kentucky.gov**

Development & Testing

- Home
- Example > Prototypes > No Pass No Drive > **No Pass No Drive**

 **No Pass No Drive Reporting System**

Welcome to the Kentucky Transportation Cabinet's online system to report eligibility requirements of students for licenses per KRS 159.051 No Pass No Drive. This service allows schools to electronically report students with driver licenses or permits who do not meet the requirements of KRS 159.051 or for students who need a verification letter to apply for a permit.

[Login Now](#)

Last Updated 5/15/2007

Site Map

Privacy | Security | Disclaimer | Accessibility Statement

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The Login page allows for New User Registration and Request for Password Reset.

KY Agencies | KY Services | Search  for

**Kentucky.gov**

Calendar | News Center | Advanced Search | How Do I...

Kentucky.gov > Login

**Kentucky.gov User Login**

Please sign in to Kentucky.gov by entering your username and password below and then pressing the Sign In button.

Username:

Password:

If you do not have a username and password yet, please register with us by clicking the New User Registration link below:

▸ [New User Registration](#)

Forgot your password? Please click on the link below to reset your password.

▸ [Request Password Reset](#)

Government

Residents

Education

Business

Recreation & Travel

Health & Public Safety

Employment

Facts & History

Help Center

Register / Subscribe

Manage Account

Online Services

Continue

This selection allows for the reporting of 16 and 17 year old students who are noncompliant with the requirements of the No Pass/No Drive law. If a 16 or 17-year-old student has nine (9) or more unexcused absences, the school would report the student as noncompliant.

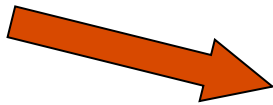


## Welcome!

Welcome John Doe of Meade County High School to the Kentucky Transportation Cabinet's online system to report eligibility requirements of students for licenses per KRS 159.051 No Pass No Drive. This service allows schools to electronically report students with driver licenses or permits who do not meet the requirements of KRS 159.051 or for students who need a verification letter to apply for a permit.

Please select the action you would like to process from the following:

- Driver Licensing School Enrollment Verification
- Report Compliant
- Report Non-Compliant
- Correction (Previous Non-Compliant sent in error)



Note: If a compliant notification was sent in error, please contact the Kentucky Department of Education, Dropout Prevention Branch at (502) 564-4772 for further instructions.

Click [here](#) for Driver Licensing School Enrollment Verification.

Click [here](#) for Report Compliant, Report Non-Compliant, or Correction (Previous Non-Compliant sent in error).

### Developer's Notes:

The name of the user who logs in and the school that is represented by the user will be presented in the first sentence.

If the radio button for Driver Licensing School Enrollment Verification is chosen, then the next page will be the one shown above for those entries. The 3 other selections will go to their respective page shown above.

This selection allows for the reporting of 16 and 17 year old students who were noncompliant, but are **NOW compliant** with the requirements of the No Pass/No Drive law. For example, if a student was noncompliant for academic deficiency during the Fall 2007 semester and improves his or her grades by the end of the Spring 2008 semester, the school would report the student as now being compliant.



## Welcome!

Welcome John Doe of Meade County High School to the Kentucky Transportation Cabinet's online system to report eligibility requirements of students for licenses per KRS 159.051 No Pass No Drive. This service allows schools to electronically report students with driver licenses or permits who do not meet the requirements of KRS 159.051 or for students who need a verification letter to apply for a permit.

Please select the action you would like to process from the following:

- Driver Licensing School Enrollment Verification
- Report Compliant
- Report Non-Compliant
- Correction (Previous Non-Compliant sent in error)

Note: If a compliant notification was sent in error, please contact the Kentucky Department of Education, Dropout Prevention Branch at (502) 564-4772 for further instructions.

Click [here](#) for Driver Licensing School Enrollment Verification.

Click [here](#) for Report Compliant, Report Non-Compliant, or Correction (Previous Non-Compliant sent in error).

Developer's Notes:

The name of the user who logs in and the school that is represented by the user will be presented in the first sentence.

If the radio button for Driver Licensing School Enrollment Verification is chosen, then the next page will be the one shown above for those entries. The 3 other selections will go to their respective page shown above.

It's possible that a school's "authorized user" could **mistakenly** report a student as noncompliant. This selection allows for the electronic notification to the Division of Driver Licensing of this error.



## Welcome!

Welcome John Doe of Meade County High School to the Kentucky Transportation Cabinet's online system to report eligibility requirements of students for licenses per KRS 159.051 No Pass No Drive. This service allows schools to electronically report students with driver licenses or permits who do not meet the requirements of KRS 159.051 or for students who need a verification letter to apply for a permit.

Please select the action you would like to process from the following:

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Developer's Notes:

The name of the user who logs in and the school that is represented by the user will be presented in the first sentence.

If the radio button for Driver Licensing School Enrollment Verification is chosen, then the next page will be the one shown above for those entries. The 3 other selections will go to their respective page shown above.

A submission screen similar to the one shown here, will allow for the electronic transfer of student data to the Division of Driver Licensing.

Kentucky.gov

Development & Testing

▪ Home

▪ Example > Prototypes > No Pass No Drive > **Student Information**



## Submit Student Information

Please input the following information to generate the KRS 159.051 No Pass No Drive verification form. The student will take the completed form to the Circuit Clerk's Office to apply for their permit.

First Name

Middle Name

Last Name

Date of Birth

Last 4 Digits of SSN

Last Updated 5/15/2007

## IV. Forms Available from the Web Portal for Schools to Use

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### *School Compliance Verification Form* *For the* *Division of Driver Licensing*



*Cont.*

## *School Compliance Verification Form for the Division of Driver Licensing*

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- n Beginning August 1, 2007, any 16 or 17 year-old applying for a driver's license permit (Instruction Permit) will be required to have this form issued from his/her school. This form verifies that the student is compliant (in good standing) with the requirements of the No Pass/No Drive Law.
- n Schools can download this form from the web portal

The “Driver Licensing School Enrollment Verification” form is the first selection. After the parent or legal guardian completes the top section of the form, the school verifies the student’s compliance with the components of the No Pass/No Drive law. If the student is not compliant, the school will not provide this form.



## Welcome!

Welcome John Doe of Meade County High School to the Kentucky Transportation Cabinet's online system to report eligibility requirements of students for licenses per KRS 159.051 No Pass No Drive. This service allows schools to electronically report students with driver licenses or permits who do not meet the requirements of KRS 159.051 or for students who need a verification letter to apply for a permit.

Please select the action you would like to process from the following:

- Driver Licensing School Enrollment Verification
- Report Compliant
- Report Non-Compliant
- Correction (Previous Non-Compliant sent in error)

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Click [here](#) for Driver Licensing School Enrollment Verification.

Click [here](#) for Report Compliant, Report Non-Compliant, or Correction (Previous Non-Compliant sent in error).

Developer's Notes:

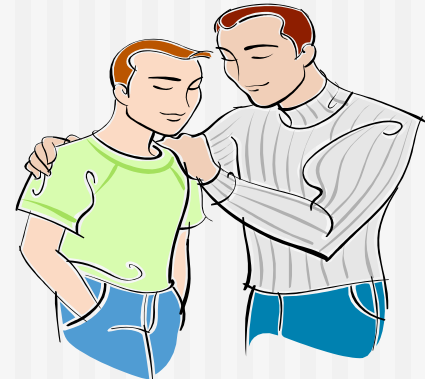
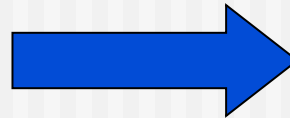
The name of the user who logs in and the school that is represented by the user will be presented in the first sentence.

If the radio button for Driver Licensing School Enrollment Verification is chosen, then the next page will be the one shown above for those entries. The 3 other selections will go to their respective page shown above.

# Parent Notification Letters Available from the Web Portal

Once a school has used the web portal to communicate either compliance or noncompliance for a student, the school can download different letters to send to parents

*These letters will help explain the No Pass/No Drive law, and its consequences, to parents*



# Parent Notification Letters Available from the Web Portal

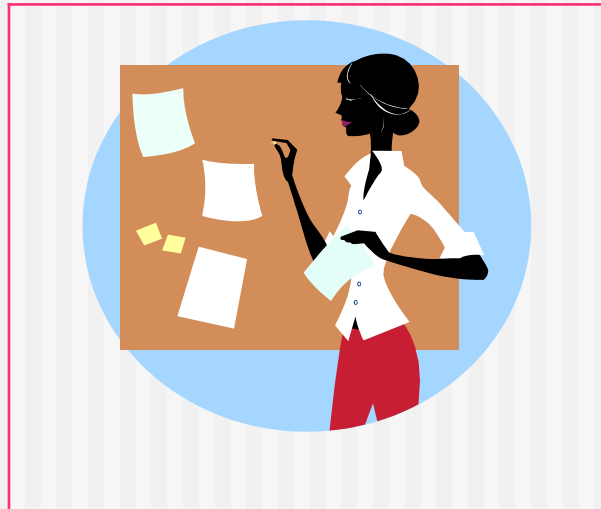
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1. Letter Notifying Parents their child is Noncompliant
2. Letter Notifying Parents their child is Compliant
3. Letter Notifying Parents of Noncompliance Error  
(reporting error - child is actually compliant)

# Parent Notification Letters Available from the Web Portal

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These Various Letters will Help Schools Communicate with Parents, using a Consistent Message, about the No Pass/No Drive Law.

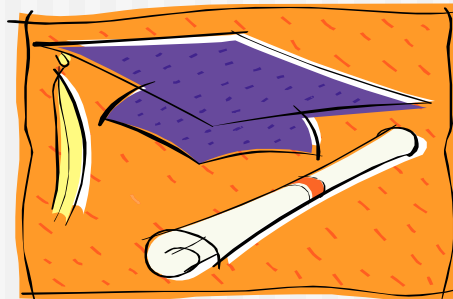


## IV. Suggestions on Ways to Share Information with Parents, Students, and the Community

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It's important for everyone to understand that the No Pass/No Drive Law is designed to keep youth in school until they graduate.

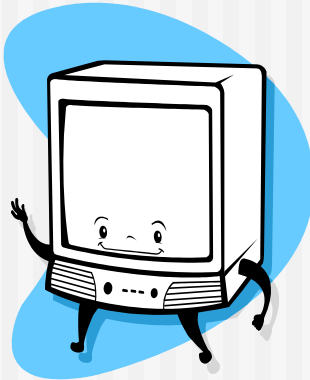
It is a dropout prevention program.



For that reason, it's important that schools share information on the goals of the law.

## Suggestions on Ways to Share Information about No Pass/No Drive

- n Include Information in the Code of Acceptable Behavior, Discipline Handbooks, School Newsletters
- n Announcements in Local Media



## Suggestions on Ways to Share Information about No Pass/No Drive

- n Beginning of School Year – Information Letters
- n Assembly Programs
- n Presentations During Local Committee Meetings (Rotary, Lion's Club, etc.)



# V. District and School Policies

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The No Pass/No Drive law requires school boards to create a definition of “academic deficiency” for special programs and the students they serve:

**“The local school board shall adopt a policy ... similar standard for students in alternative, special education, or part-time programs.”**

# District and School Policies

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Districts or schools may find it helpful to create and implement their own policies regarding the No Pass/No Drive Law.

The Kentucky School Boards Association (KSBA) has Created a Model Policy

# Frequently Asked Questions:

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Q: When will No Pass/No Drive be Implemented in Schools?

A: Beginning August 1, 2007

Schools will use information (attendance and grades) from the fall of 2007 to determine if students are in compliance

## Frequently Asked Questions:

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Q: Are all schools required to implement the No Pass/No Drive Law?

A: Yes, including all public and private schools in Kentucky

# Frequently Asked Questions:

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Q: What does a student need from his/her school in order to get a driver's permit or license?

A: The school will issue a School Compliance Verification Form for Driver's License (students in good standing with No Pass/No Drive)

## Frequently Asked Questions:

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Q: Does No Pass/No Drive only apply to 16 and 17-year-old students?

A: Yes, once a student reaches his/her 18<sup>th</sup> birthday, the law does not apply

# Frequently Asked Questions:

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Q: Does No Pass/No Drive apply to driving a motorcycle?

A: Yes

Q: Can a student be reported to the Division of Driver Licensing as soon as the student reaches 9 unexcused absences

A: Yes, the school can report as soon as the 9<sup>th</sup> absence occurs

## Frequently Asked Questions:

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Q: What happens to a Senior student – 17 years old- who graduates but has failed four courses in the 12<sup>th</sup> grade?

A: The student must be reported to the Division of Driver Licensing as noncompliant.

# Frequently Asked Questions:

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Q: How long are students considered noncompliant?

A: Students are considered noncompliant until they become compliant or reach age 18. For school purposes, students are usually noncompliant a full semester until they have time (the following semester) to improve their grades and/or attendance.

# For More Information:

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## Kentucky Department of Education Dropout Prevention Branch

- n Nijel Clayton, Branch Manager
- n Mary Jo Rist, Consultant
- n Libby Taylor, Consultant
- n Linda Johnson, Support Staff

502-564-4772