

**WEST VIRGINIA DEPARTMENT OF EDUCATION**  
**Driver Eligibility Certificate – FOR INSTRUCTION PERMIT OR LICENSE**  
**FOR STUDENTS ATTENDING WEST VIRGINIA SCHOOLS**

The purpose of this form is to provide documentation of driver eligibility status for a student applying for an instruction permit or license to operate a motor vehicle as required by State Laws of West Virginia 18-8-11 and 17B-2-5 of the West Virginia Motor Vehicle Law.

18-8-11 School attendance, behavior and satisfactory academic progress are conditions of licensing for privilege of operation of motor vehicle. "The attendance director or chief administrator shall provide documentation of driver eligibility status on a form approved by the Department of Education to any student fifteen years of age or older upon request who is properly enrolled in a school under jurisdiction of said official for presentation to the Department of Motor Vehicles on application for or reinstatement of an instruction permit or license to operate a motor vehicle."

17B-2-5 Qualifications, issuance and fee for instruction permits. "Any person who is at least 15 years of age may apply to the division for an instruction permit." (If presenting documentation of compliance with the provisions of 18-8-11).

**(PLEASE TYPE OR PRINT IN INK)**

\_\_\_\_\_  
 FULL LEGAL NAME – NO NICKNAMES      SOCIAL SECURITY NUMBER – OPTIONAL      BIRTH DATE – MONTH/DAY/YEAR

\_\_\_\_\_  
 PHYSICAL ADDRESS – NO P.O. BOXES ACCEPTED (Required)      CITY, STATE, ZIP CODE

Mailing Address-  same as above      WVEIS #

The above named individual is now enrolled at Berkeley Springs High School. Pursuant with 18-8-11, he/she is enrolled and is eligible for a permit or driver's license. This form will expire 30 days from the date issued.

**FOR STUDENTS ENROLLED IN PUBLIC SCHOOLS**

**BOTH SIGNATURES REQUIRED**

Mitchell Nida  
 SCHOOL PRINCIPAL (TYPE OR PRINT)

Elizabeth Golden  
 COUNTY ATTENDANCE DIRECTOR (TYPE OR PRINT)

Berkeley Springs High School  
 SCHOOL

Morgan County  
 COUNTY PHONE NUMBER

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 SIGNATURE      DATE ISSUED

**FOR HIGH SCHOOL EQUIVALENCY ASSESSMENT STUDENTS MAKING SATISFACTORY PROGRESS**

**BOTH SIGNATURES REQUIRED**

\_\_\_\_\_  
 GED INSTRUCTOR (TYPE OR PRINT)

\_\_\_\_\_  
 COUNTY ATTENDANCE DIRECTOR (TYPE OR PRINT)

\_\_\_\_\_  
 SCHOOL

\_\_\_\_\_  
 COUNTY PHONE NUMBER

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 SIGNATURE      DATE ISSUED



This form is to be completed/signed by the school principal and forwarded to the COUNTY ATTENDANCE DIRECTOR. The County Attendance Director must sign the form, apply the county seal and return it to the school to be given to the student. **Students are responsible to get the enrollment/attendance form two weeks prior to summer vacation.** During the summer months, the form is valid from June 1 to the following school term. **Students must submit this form to West Virginia Driver's License Examination Center along with their social security card and birth certificate.** \*\*Only the Attendance Director/Superintendent signatures required during summer months.

**NO FORM WILL BE ACCEPTED UNTIL COMPLETED IN FULL.**  
 Department of Motor Vehicles: P. O. Box 17010, Charleston, West Virginia 25317  
 Attention: School Attendance

Revised 5/2018