



# Using Advanced Opportunities for Public Driver Education Programs

## DID YOU KNOW?

A school district can submit documentation of the cost of offering a driver education program and receive (up to \$150 per student) from the Driver Education program towards costs to reduce the fee charged to students.

If a fee remains, schools can offer a driver education class as an overload course. Students will be able to use their Advanced Opportunities funding (up to \$225) to be applied to the cost or to be reimbursed (pending on school district process) for the additional fees they would incur.

## WHY USE VARIOUS FUNDING SOURCES?

- Provides a service to teach the fundamentals of driving in a safe learning environment
- Encourages positive driving behaviors for young drivers
- Decreases cost for families creating a more affordable option
- Driver education is required for students under 17
- Can reduce barriers for students

## WHAT IS AN OVERLOAD COURSE?

For Driver Education purposes, overload is a high school course provided by an Idaho public school, that is defined by Advanced Opportunities as a transcribed high school course taken in excess of full credit load, outside of the regular school day.

## HOW DO DISTRICTS AWARD CREDIT FOR DRIVER EDUCATION?

Driver education consists of 30 hours of classroom instruction, 6 hours of behind-the-wheel instruction, and 6 hours of observation time in a driver education car, totaling 42 hours. One high school credit is equal to 60 credit hours of instruction. Thus, it is decided by each district how they meet the hours or if they will award a partial credit.

## WHEN DO DISTRICTS RECEIVE REIMBURSEMENTS?

Districts receive Advanced Opportunities payment at the end of each benefitted term (e.g. Summer, Fall, Spring).

Driver education reimbursements can be filed within 45 days after each class ends or submit all classes at once, annually.

## THINGS TO CONSIDER

- The driver education program must be provided by your school district and approved by the Driver Education Program at the Idaho Department of Education.
- Requests will be submitted through the Advanced Opportunities portal and the Driver Education program at the Idaho Department of Education.
- Student/family consent must be granted for Advanced Opportunities use.
- Students have a limited amount of funding from the Advanced Opportunities program (\$4,125). If students have exhausted their allotted funding or would like to use their funding towards different opportunities, districts will need to be mindful of students' wishes and career path.
- The student's grade will be recorded on the student's high school transcript, regardless of course outcome.
- If a student fails to earn credit or successfully complete a course for which Advanced Opportunities has paid a reimbursement, the student must pay for and successfully earn credit or complete one like course before Advanced Opportunities may pay any further course reimbursements for the student.
- Course must be offered by an accredited public school and taught by a certified public driver education instructor.
- Staff commitment to collect and submit requirements of Advanced Opportunities.

## STATE STATUTE REQUIREMENTS

Both the Advanced Opportunities and Driver Education programs' requirements are based in Idaho State Statute. For more information on the programs' requirements, here are links to the statute and code:

[Title 33 Education, Chapter 46 Advanced Opportunities](#)

[Title 33 Education, Chapter 17 Driver Training Courses](#)

[Idaho Public Driver Education Program Manual](#)

[Advanced Opportunities District User Manual](#)

## WHAT DOES THE ADVANCED OPPORTUNITIES FUNDING PROCESS LOOK LIKE?

There are two processes to collect the necessary information and consent to utilize Advanced Opportunities funding for reimbursement of costs.

### Option 1- Schools submit a request for reimbursement on the behalf of the student.

In this process the school will make the request for reimbursement on the behalf of the student through the Advanced Opportunities program. This option tends to be the most streamlined for staff and the easiest on students and families to navigate. In this workflow, it is important that the school receive consent to submit the request and the student be informed of Advanced Opportunities policies. This is why we suggest the school or Drivers Education Program add or integrate the suggested Advanced Opportunities Intake Questions from the sample below.

In this process, the school will collect the necessary information needed of the student who is being reimbursed at the point of registration and then receive reimbursement at the end of each term directly by Advanced Opportunities and the Driver Education Program fund.

**Step 1:** Students and families complete in-take information to utilize Advanced Opportunities. This means the family will fill-out an [Advanced Opportunities Participation Form](#) (if not already completed) and will provide consent/acknowledgement of Advanced Opportunities funds being utilized, as well as any Driver Education registration documents.

**Step 2:** The Driver Education program will share necessary information of students participating in Driver Education who are utilizing Advanced Opportunities funds with the school Advanced Opportunities designee. The data shared is preferably shared in an excel document that the school can then upload into the Advanced Opportunities portal. See Excel Upload Template Document below as an example. The Advanced Opportunities designee will need to create a course in the Advanced Opportunities portal specifically for Driver Education. See [District User Manual \(idaho.gov\)](#)

**Step 3:** The Advanced Opportunities designee approves the requests and submits the request to the Idaho Department of Education. The reimbursement for such funds will then be sent to the school district at the conclusion of a traditional academic term (i.e. Fall, Spring, Summer).

**Step 4:** Upon conclusion of the course, the school and Advanced Opportunities designee will need to be notified of the successful or unsuccessful completion of students in the Driver Education course for transcription and reporting. The Advanced Opportunities designee will need to apply any holds to students' Advanced Opportunities accounts for unsuccessful attempts and the school will need to apply grades for all students who were in the class utilizing Advanced Opportunities funds. A school will also submit Driver Education program [reimbursement form](#).

**Benefit:** The students are encouraged to review information about their Advanced Opportunities, but are informed that the school will make the request on their behalf. This process relies on the experts of the Advanced Opportunities Designee as opposed to the training/education of parents and requires coordinating logistics and timelines of the various entities that would already otherwise be involved in Advanced Opportunities and Driver Education to ease the burden on families who may not be familiar with the process.

# 1. Complete Student Intake Form

The Driver Education program or school will receive the necessary information to submit a funding request.

1. See Sample In-take checklist
2. Utilize Advanced Opportunities Participation Form



# 2. Notify Advanced Opportunities School Staff

Once information is received by the student, the information should be shared with the school district Advanced Opportunities designee to make funding request.

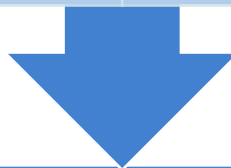
3. Provide AO excel template or student participation information.



# 3. Receive Reimbursement

School review data provided by the Driver Education program.

1. Send student enrollment and grades upon conclusion of course.



# 4. Apply Course Outcome Rules

Apply grade to high school transcript and if unsuccessful A.O. designee to place hold (flag) on student's account.

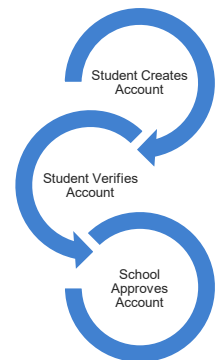
Review A.O. District User Manual-Unsuccessful Attempt Flag

## Option 2- Students submit their own funding requests.

In this process the student is responsible to submit their own funding request for Driver Education. This option tends to require additional staff support for students who have never used Advanced Opportunities and creating accounts. The student, in addition to submitting Drivers Education admission materials, provides the information necessary for reimbursement by making the request.

**Step 1:** Students and families will provide the school the [Advanced Opportunities Participation Form](#) that acknowledges program rules. This form is to be kept in the student's school file.

**Step 2:** The student or parent will submit a funding request for Driver Education through the Advanced Opportunities portal. For many students this will be the first time utilizing the Advanced Opportunities portal and will need assistance in creating an account. Once a student has created an account and verified the email address. The school Advanced Opportunities designee will need to approve the account. Once the account is approved, the student will be able to make a funding request. This means the school will need to have created a Driver Education in the Advanced Opportunities portal through the course catalog option and make it available to students.



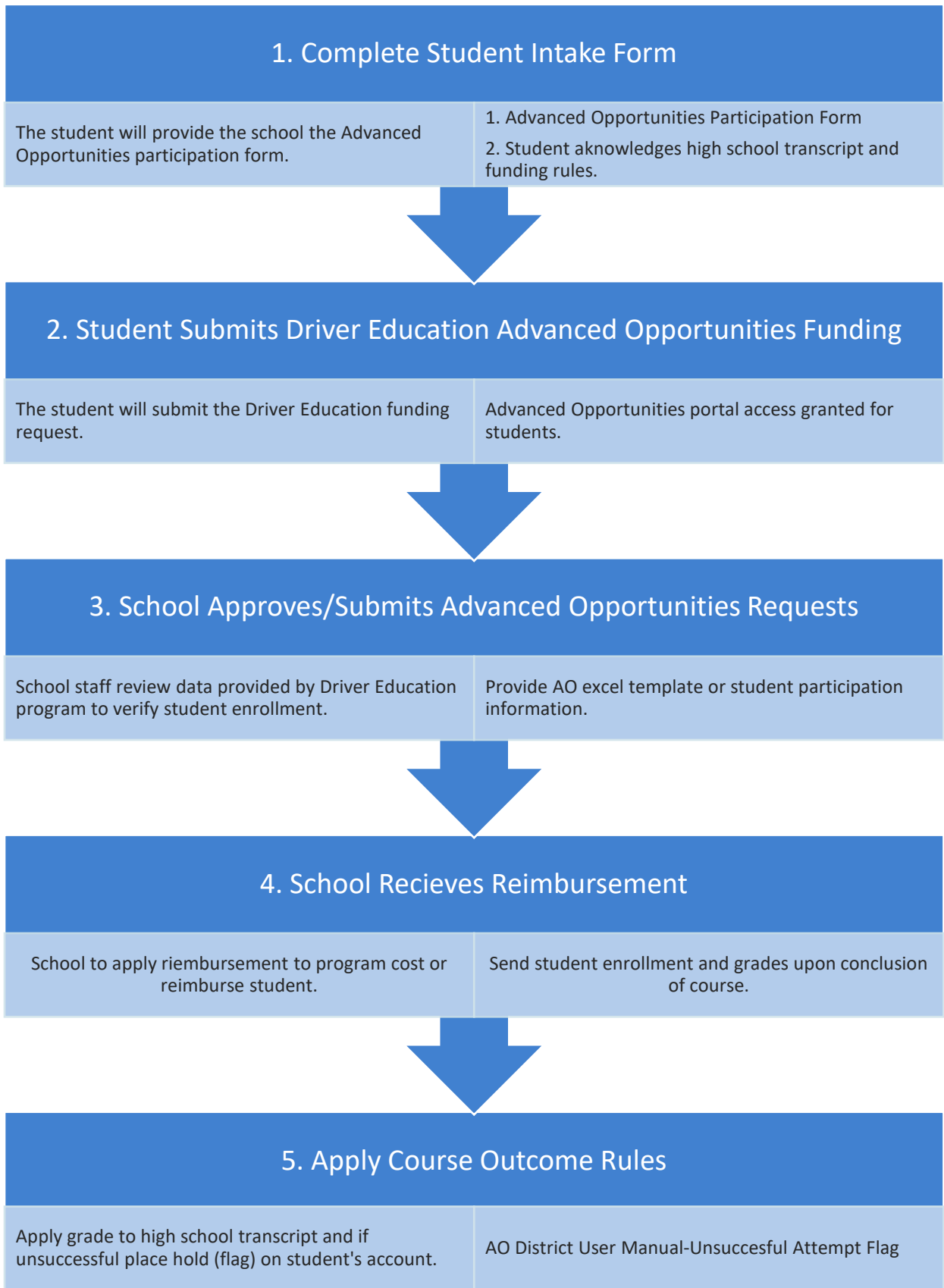
**Step 3:** Advanced Opportunities staff will verify the enrollment of students in the Driver Education program in the Advanced Opportunities portal. This means that enrollment information will need to be shared with the Advanced Opportunities designee at the school in order to validate student funding requests. Once verified the funding requests can be submitted to the Idaho Department of Education.

**Step 4:** The reimbursement for such funds will then be sent to the school district at the conclusion of a traditional academic term (i.e. Fall, Spring, Summer).

**Step 5:** Upon conclusion of the course, the school and Advanced Opportunities designee will need to be notified of the successful or unsuccessful completion of students in the Driver Education course. The Advanced Opportunities designee will need to apply any holds to students' Advanced Opportunities accounts for unsuccessful attempts and the school will need to apply grades for all students who were in the class utilizing Advanced Opportunities funds. A school will also submit Driver Education program [reimbursement form](#).

**Benefit:** In this option, the school is helping the students be responsible for their own requests and does not need to seek consent. In addition, the school is helping students who may utilize

the program for other matters. The school still needs to receive a participation form, but will not need to collect any additional data.





# || Intake Question Sample

The following information is what is needed for the school to utilize Advanced Opportunities.

The student and family acknowledge the following:

*Student Name*

- The student consents to have up to \$225 of Advanced Opportunities funds to pay for course.
- The student acknowledges that an unsuccessful attempt can impact a student's use of further Advanced Opportunities funding. See Advance Opportunities participation form.
- By taking the course, the student acknowledges that the course will be transcribed on the high school transcript.
- Student has submitted an Advanced Opportunities Participation Form.

# || A.O. Student Data Needed

The following information will need to be shared for a funding request through Advanced Opportunities. At the conclusion of the course the Driver Education program will want to share grades with the school's through Advanced Opportunities designee.

School Year	Term	Edu ID	Given Name	Family Name	Grade Level	Course Cost	County
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# || A.O. Participation Form

- [Advanced Opportunities Participation Form \(English\)](#)
- [Advanced Opportunities Participation Form \(Español\)](#)