



## TRAFFIC SAFETY DIVISION APPLICATION FOR CORRESPONDENCE DRIVER EDUCATION SCHOOL (CSDRED)

NMDOT Traffic Safety Division (TSD) regards personal instruction as the best benefit for students. The New Mexico Administrative Code (NMAC 18.20.3) establishes rules for authorizing enrollment in Correspondence Driver Education Schools (CSDRED), but may, in accordance with NMAC 18.20.3, grant permission to enroll in a CSDRED if that student is unable to attend a traditional driver education school and meets the eligibility requirements as defined in NMAC 18.20.3.

In all considerations the student must be 15 years of age by the completion of the course and meet the eligibility requirements *Condition 1 (Home School Students)* or *Condition 2 (All Others)* stated within in the application.

**Please note:** NMAC 18.20.3 prohibits the acceptance of online courses for driver's education.

### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

- Applications must be LEGIBLE and include all the required *supporting documents* and must have parent or guardian **HAND WRITTEN SIGNATURES**
- Please do not leave any blank spaces as this will result in a denial of your application.
- Applications MUST BE MAILED. **Emails will not be accepted.**
- Please note that payment should not be submitted to the school until approval is received from this office. Payment to a school DOES NOT guarantee or imply that the student will be approved to enroll in a CSDRED course.
  
- Mail documents to:**

**UNM Traffic Safety Center MSC07 4030,  
1 University of New Mexico Albuquerque,  
NM 87131-0001  
ATTN: CSDRED**

If you have any questions concerning this application or requirements, please contact our office by emailing Stacy Souza at [TSCdriverprograms@unm.edu](mailto:TSCdriverprograms@unm.edu) or by calling (505) 630-8727.

- Applications must include all required information and will be processed in the order they are received. Applications that are incomplete or illegible will automatically be denied.
- Please allow thirty (30) calendar days for review and processing of an application once received by UNM TSC.
  
- If all required documentation is received and the application is approved, TSC will contact both you and your school of choice via email with an approval notice.
  
- If the application is denied you alone will receive a denial notice via email.

## Request for Driver Education Correspondence School

Name of Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Students must turn fifteen (15) prior to completing this course**

Physical Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Email Address \_\_\_\_\_

Parent/Guardian Telephone Number \_\_\_\_\_

**CORRESPONDENCE SCHOOL** you wish to use \_\_\_\_\_

A list of **NM licensed Correspondence Schools** can be found at: [nmtsc.unm.edu](http://nmtsc.unm.edu)

- CONDITION 1. The student named above is home-schooled in ALL subjects.**

In order for a student to be approved under this condition you must provide verification that you have notified and registered with the **New Mexico Public Education Department (NMPED)** your intent to home school this student for the current school year. **\*\*Please Note: Official documentation of your students' home school enrollment must be accompanied with the application.**

- Completed application
- Verification of registration from <https://homeschool.ped.state.nm.us/>
- I understand that I have the responsibility of providing Behind-the-Wheel training for my student (Please refer to the MVD Graduated Licensing Program (GDL). Information can be found at <https://www.mvd.newmexico.gov/nm-drivers-licenses-ids>
- My student will have one (1) year from start date to complete the course. Extensions are not automatic and are based on extenuating circumstances and considered on a case-by-case basis.

**By my signature, I certify, under penalty of perjury, that the information given in this application and all attached documents is true to the best of my knowledge and ability. I also acknowledge that I have read, checked and agree to the statements above.**

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

**☐ CONDITION 2. Circumstances that make it necessary for the student to enroll in CSDRED**

High School Student Currently Attends:	
High School Location:	
<b>For the application to be considered complete: Please check and supply supporting documentation listed below.</b> (Letters must be specific to the applicant. Generic or template letters will <u>not</u> be accepted.)	
<p><b>SCHOOL STATUS:</b></p> <p><input type="checkbox"/> If your school has a Driver Education program, provide a letter from your school official on their letterhead as to why you are not able to attend. This letter must include the specific school sponsored extracurricular activity(s) the student is currently participating in that justifies a conflict with taking an in-person private driver education school. The letterhead from the school must state student name, date, the activity (days/hours/schedule), and be signed by a school official.</p> <p><input type="checkbox"/> <b>If there is a private driver education school within 25 miles of your residence, you will need to fulfill at least one additional circumstance below.</b></p>	
<p><input type="checkbox"/> <b>EXTRACURRICULAR ACTIVITIES:</b> For activities not sponsored by the high school, submit a letter from the person in charge of the outside school activity, on their official letterhead, detailing how this activity conflicts with times offered by a private Drivers Education school.</p> <p><input type="checkbox"/> <b>STUDENT EMPLOYMENT:</b> A letter from the student’s employer, on an official letterhead, detailing the days/hours of employment which conflict with times offered by a private Drivers Education school</p> <p><input type="checkbox"/> <b>EXTENUATING CIRCUMSTANCES:</b> From a physician, on their letterhead, stating the medical issue preventing the student from attending a private Drivers Education school <b>OR</b> from the parent’s employer, on their letterhead, stating how their schedule prevents them taking the student to a private Drivers Education school.</p> <p><b>Note: A heavy academic course load, cost, or personal preference is <u>not</u> an extenuating circumstance for an approval on a Correspondence Driver Education application.</b></p>	
<p>Please acknowledge that you have read each statement below:</p> <p><input type="checkbox"/> <b>My student will have one (1) year from start date to complete the course. Extensions are not automatic and are based on extenuating circumstances and considered on a case-by-case basis.</b></p>	

**By my signature below, I certify, under penalty of perjury, that the information given in this application and all substantiating documents is true to the best of my knowledge and ability. I also acknowledge that I have read, checked and agree to the statements above (Condition 2).**

\_\_\_\_\_  
**Parent or Guardian’s Signature**

\_\_\_\_\_  
**Date**