



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

For Parents of Prospective Students

The New Mexico Department of Transportation, Traffic Safety Division (TSD) retains authority over all New Mexico driver education schools. As such, preference is given to traditional, face-to-face driver education instruction such as offered by public high school and private driver education school programs.

However, correspondence driver education schools may offer a solution for students in New Mexico who have specific reasons for being unable to attend a traditional, face-to-face driver education school program.

The New Mexico Administrative Code (NMAC 18.20.3) establishes the eligibility criteria for students seeking enrollment in a correspondence driver education school program. An application to enroll in a correspondence driver education school will be examined to determine eligibility.

EMAILS WILL NOT BE ACCEPTED

Mail documents to:

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

- **Please allow fifteen (15) business days for review and processing of an application.**
- **If 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**

A list of NM licensed Correspondence Schools can be found at: <https://nmtsc.unm.edu/youth-2/>

Request for Driver Education Correspondence School

Student Name	
Date of Birth	
Physical Address including City & Zip Code	
Parent/Legal Guardian Name	
Parent/Legal Guardian Email Address	
Parent/Legal Guardian Telephone Number	
High School Student Currently Attends	
City of School	
Correspondence School of Choice	

Minimum Eligibility Requirements:

1. **Must be 15 years of age on or before the date the correspondence course will be completed.**
(Students are provided a maximum of 1 year to complete the course)
2. **There is not a driver education school program offered at the student's High School.**
3. **There is not a private driver education school within twenty-five (25) miles of the person's home.**

Eligibility Exceptions: (please check one)

☐ **Home Schooling:** Students who are home schooled may qualify if the parent or legal guardian **submits with the application** official verification or notification from the New Mexico Public Education Department.

☐ **Scholastic, School Associated Activity:** Students who are involved in scholastic and/or school associated activities may qualify if the parent or legal guardian **submits with the application supporting documentation from the school describing the scholastic activity, including the student's name, specific days/hours/times of the activity** that demonstrate direct conflict with the days/hours/times of either a public school driver education or private driver education school program. Such documentation **must be on official school letterhead and signed in ink by a school official.**
PLEASE NOTE: Generic form letters that do not specify the required information for the individual applying will not be accepted.

☐ **Student Employment:** Students who are also employed while in school may qualify if the parent or legal guardian **submits with the application a statement detailing the student's place of employment, including the days/hours/times of the employment** that demonstrate direct conflict with either a public school driver education or private driver education school program.

☐ **Extenuating Circumstances:** Extenuating circumstances are evaluated on a case-by-case basis. The following are **NOT** considered extenuating circumstances:

- Students who are in a queue, or wait list for a high school driver's education class
- The cost of private driver education fee
- Personal preference

Extenuating circumstances may include medical or health related issues, or parent/legal guardian employment schedules. Verifiable supporting documentation from physicians, health administrators, employers, etc., **will be required to cite the specific circumstances and the days/times/hours** that directly prevent the student from attending a high school or private driver education course.

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 and that all eligibility exceptions are reviewed on a case-by-case basis.

Parent or Guardians Signature

Date