



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, for-profit, 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.

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) calendar 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 _____ City/Zip _____

Parent/Guardian Name _____

Parent/Guardian Email Address _____

Parent/Guardian Telephone Number _____

High School Student Currently Attends _____ City _____

Correspondence School you wish to use _____

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 mid-school, junior high school or high school.**
- 3. There is not a private driver education school within twenty-five (25) miles of the person's home.**

Eligibility Exceptions:

There are no exceptions to the age requirement. Students who do not meet the eligibility criteria of #2 or #3 may still qualify under the following conditions:

- 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 Schedule/Activity:** students who are involved in scholastic activities, school sponsored activities may qualify if the parent or legal guardian submits with the application supporting **documentation from the school describing the scholastic activity, including the 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 letterhead and signed by a school official.
- 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:** students with extenuating circumstances such as medical illness, or similar, or otherwise not described in the above exceptions may qualify if the parent or legal guardian submits with the application an explanation or other supporting documentation describing the circumstances that prevent the student from attending a public school or private driver education school program. If it's a parental scheduling issue the **explanation must include days/hours/times that directly conflict** with the days/hours/times of a public school driver education or private driver education program.

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 Guardian's Signature

Date