



STATE OF MICHIGAN
RUTH JOHNSON, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

Date: December 22, 2015
To: Driver Education Teen Providers
From: Driver Education Section
Subject: Teen Driving Skills Report Card

IMPORTANT CHANGE OF PROCEDURE REQUIRES RESPONSE

The National Highway Traffic Safety Administration (NHTSA) facilitated an assessment of Michigan's driver education program in 2014. The assessment report included a recommendation to create a formalized feedback to parents about a teen's behind-the-wheel (BTW) driving skills, using a proficiency-based grading system to measure student achievement.

This NHTSA recommendation will be implemented through change in procedure. Teen providers are now required to prepare and issue a Driving Skills Report Card for use by parents/guardians of teens enrolled in any Segment 1 course beginning on or after **February 15, 2016**.

The prescribed Driving Skills Report Card template is available on the Driver Education Providers and Instructors web page.¹ Providers must use the prescribed report card or an approved alternative report card. Providers choosing to use an alternative report card must receive written approval from the department.

Providers must confirm they will use the prescribed report card or request approval of a proposed alternative report card on or before **January 22, 2016** by submitting one of the following:

- A signed certification that the Driving Skills Report Card template will be used **OR**
- A proposed alternative report card with a signed certification to the use of an alternative

The report card **does not** replace the minimum of six evaluations during a student's BTW instruction, including the final drive assessment. The report card is meant to serve as a summary of skills the teen demonstrated on all drives, using a proficiency-based grading system.

The instructor will issue the report card at the same time that the student receives the Segment 1 certificate of completion, or the provider may mail or email the form to the parents no later than the next business day. This communication from the instructor will be an important tool for use by a parent/guardian to work on a teen's skills during the required practice hours on the Level 1 License.

If you have questions regarding this change in procedure, please contact the Driver Education Section by phone at (517) 241-6850 or by email at drivered@michigan.gov.

¹ The "Driving Skills Report Card" template should be downloaded and saved for use by the provider. It is not an inventoried document and is not available for order from Inventory Services.