

# Greenbush Driver Education Memorandum of Understanding

## INTRODUCTION

This document is a binding memorandum of understanding between \_\_\_\_\_ USD \_\_\_\_\_, and the Southeast Kansas Education Service Center (Greenbush) for the school year 20\_\_\_\_ - 20\_\_\_\_ school year. The intention of this memorandum is to develop a framework for establishing and maintaining a structure for the delivery of Drivers Education to the USD. USD estimates \_\_\_\_\_ students will participate (The estimated number of students allows Greenbush to determine office procedures for enrollment. Students actually enrolled will be reflected in the billing.)

- Enrollment of students should take place within a 2 week time frame.
- Once a student name is submitted for enrollment, it is considered final for billing purposes.
- Greenbush will provide unlimited online and telephone technical support.
- School districts have 5 days from the first date of enrollment submission to withdrawal an enrolled student or refuse this agreement.

LEVELS OF SERVICE OFFERED (initial option desired)

### Option 1 (Virtual Coursework Only): \$70 per student

#### GREENBUSH PROVIDES:

- **Access to online coursework**
- Assistance in submitting curriculum to the state for approval
- Assistance with final completion notice submitted to school district for state auditor
- Collect paperwork from online course, in-car instructor, and students for auditor
- Online and phone technical support
- Completion notice documenting student course completion and grade report verified by Greenbush

#### DISTRICT PROVIDES:

- **Licensed Drivers Ed instructor to supervise and administer online curriculum**
- **Licensed Drivers Ed instructor for in-car driving**
- Credit (.25) for successful completion of courses will be granted by the student's home district. Grading for each course will be granted on a pass/fail basis. Collection of fees and student records (info needed for DE-99)
- Order DE-99 from the state
- Submit DE-99s to state along with \$2.00 per DE-99
- Obtain local board approval of online Drivers Ed curriculum
- Submit curriculum to state for approval
- Provide Drivers Education vehicle (includes student driver signs, passenger brakes, insurance on vehicle)

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### **Option 2 (Virtual Coursework and Virtual Instructor): \$160 per student**

#### **GREENBUSH PROVIDES:**

- **Access to online coursework**
- **Licensed Drivers Ed instructor to supervise and administer online curriculum**
- Assistance in submitting curriculum to the state for approval
- Assistance with final completion notice submitted to school district for state auditor
- Collect paperwork from online course, in-car instructor, and students for auditor
- Online and phone technical support
- Completion notice documenting student course completion and grade report verified by Greenbush

#### **DISTRICT PROVIDES:**

- **Licensed Drivers Ed instructor for in-car driving**
- Credit (.25) for successful completion of courses will be granted by the student's home district. Grading for each course will be granted on a pass/fail basis. Collection of fees and student records (info needed for DE-99)
- Order DE-99 from the state
- Submit DE-99s to state along with \$2.00 per DE-99
- Obtain local board approval of online Drivers Ed curriculum
- Submit curriculum to state for approval
- Provide Drivers Education vehicle (includes student driver signs, passenger brakes, insurance on vehicle)

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### **Option 3 (Virtual Coursework, Virtual Instructor, In Car Instructor): \$280 per student**

#### **GREENBUSH PROVIDES:**

- **Access to online coursework**
- **Licensed Drivers Ed instructor to supervise and administer online curriculum**
- **Licensed Drivers Ed instructor for in-car driving**
- Assistance in submitting curriculum to the state for approval
- Assistance with final completion notice submitted to school district for state auditor
- Collect paperwork from online course, in-car instructor, and students for auditor
- Online and phone technical support
- Completion notice documenting student course completion and grade report verified by Greenbush

#### **DISTRICT PROVIDES:**

- Credit (.25) for successful completion of courses will be granted by the student's home district. Grading for each course will be granted on a pass/fail basis. Collection of fees and student records (info needed for DE-99)
- Order DE-99 from the state
- Submit DE-99s to state along with \$2.00 per DE-99
- Obtain local board approval of online Drivers Ed curriculum
- Submit curriculum to state for approval
- Provide Drivers Education vehicle (includes student driver signs, passenger brakes, insurance on vehicle)

USD has 5 days to terminate this agreement.

The parties whose signatures appear below agree to this memorandum of understanding in principle. It is recognized by all parties that the terms of this agreement are binding, and may be reviewed annually at the time of budget approval.

\_\_\_\_\_  
Signature: School District Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: SEK-ESC Board President

\_\_\_\_\_  
Date

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Program/Contract/Teacher/Curriculum Inquiries:

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