



## DEPARTMENT OF EDUCATION

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April 1, 2022

District and Charter School Business Managers:

In order to reduce costs statewide, DOE will again coordinate with DMV and the Printing and Publishing Office (PPO) to bulk order driver education manuals for the 2022-2023 school year. DOE will coordinate all district and charter school requests for manuals and forward them to PPO. Districts and charter schools will be responsible for the cost of printing manuals; however, this procedure will allow each of you to obtain manuals at greatly reduced bulk printing rates.

DOE and DMV strongly recommend using the online version of the manual since it is free and always up-to-date. We also recommend that teachers use the Teen Driving Website @ [www.teendriving.dmv.de.gov](http://www.teendriving.dmv.de.gov). The online manual is available in both English and Spanish. If all teachers in a charter school or district intend to use the online version, you simply need to indicate that on the attached form.

However, if some of your teachers require print versions, the process for ordering is as follows:

1. Verify and update the information on the attached driver education manual request form **(please submit a single request for the entire district/charter school)**.
2. Forward the verified and updated order forms to Angela Horton **no later than June 1, 2022**.
3. All forms will be reviewed by DOE and then forwarded to PPO for processing.
4. Manuals will be delivered via UPS directly from the vendor location to the address the district/charter school puts on the order form.
5. **PPO will select a vendor once orders are received and will inform DOE, districts, and charter schools who that vendor is so that purchase orders can be processed with the correct vendor.**
6. **Districts and charter schools will pay the selected vendor directly.**

### **Please note:**

The only way we can ensure a reduced per booklet cost is to order in large bulk quantities. If you miss the June 1, 2022 ordering deadline, you will be required to either use the online version or order your own manuals at standard PPO prices. We need your information in a timely manner to ensure delivery by the start of the school year.

- In order to reduce costs, DMV is encouraging the public to use the online manual. Therefore, they will not be printing large volumes of the manual. If DMV becomes aware of schools or districts sending parents and/or students to DMV offices to pick up

hard copies of the manual, DMV will bill the districts or charter schools for costs incurred.

- **If your district or charter school has a prior year outstanding balance due, manual orders will not be accepted from your district or charter school for the new school year and you will be required to use the online version or order your own manuals at standard PPO prices.**

I will also send this information to driver education teachers. Please share this information with anyone else you feel appropriate.

If you have any questions or concerns feel free to contact Angela Horton at [angela.horton@doe.k12.de.us](mailto:angela.horton@doe.k12.de.us) or 302-857-3332.

Sincerely,



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Michael Wagner  
Education Associate  
Driver Education and Private School Services

Enclosure