



Welcome to Joyce's Driving School! We look forward to having your student in our program.

We take pride in our program and are confident that upon completion your student will be a safe and well-prepared driver. We believe students have the most effective learning experience when the classroom lessons and the behind the wheel lessons occur simultaneously. Our driver's education format is designed to provide the students with the best understanding of the correlation between physical driving activities and the decision-making processes.

We hope you and your student will take a few moments to ***print and review*** this packet, as it contains what you need to know to start your driving education course with us. This "Getting Started Guide" covers how students obtain their learner's permit, book a make-up for any missed class, and book Behind-the-Wheel (BTW) lessons.

The Resource tab in your Student Portal has lots of information to help you move forward in your course, including the FAQ page and links to documents and publications you might need.

Thank you very much for entrusting your teen to us during this milestone period in their lives.

If you have any questions about our program, our lessons, or any other driver's education related items, please do not hesitate to call us at 847-977-7193 or send an email to: info@joycesdrivingschool.com.

Kindly,

Joyce Younger
Owner/President

Main Office/Customer Service:

120 Lageschulte, Barrington, IL 60010
847-977-7193 info@joycesdrivingschool.net



OFFICE OF THE SECRETARY OF STATE
DRIVER SERVICES DEPARTMENT

CDTS
650 ROPPOLO DR.
ELK GROVE VILL., IL 60007
847-437-3953
www.cyberdriveillinois.com

Driver Education Approval Form

This portion to be completed by Driver Training School:

Name and Address of Driver Training School			
Joyce's Driving School, 120 Lageschlte, Barrington, IL 60010 (USE THIS ADDRESS REGARDLESS OF CLASS LOCATION)			
Student's Full Name	Last	First	Middle
Street Address			
City or Town			ZIP Code

Signature of Student

Date

Signature of Parent/Guardian

Date

Name of Jr./High School	
School Address	Phone Number
City or Town	ZIP Code

This portion to be completed by Jr./High School Administration:

Pursuant to Chapter 625 ILCS, Section 6-408.5, the above named student attends this school and has received a passing grade in at least eight (8) courses during the previous two (2) semesters and is, therefore, eligible for private driving instructions:	
<p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
Signature of Chief School Administrator or Superintendent of High School	Date

(It is recommended that School Administration retain a copy of this form.)

OBTAINING AN INSTRUCTION PERMIT

Within this packet you will find a blank permit application. Please fill out the HIGHLIGHTED FIELDS ONLY using your computer keyboard BEFORE printing it. A parent /guardian will then sign next to the relationship field.

This printed permit application will then need to be brought to class for your instructor to sign.

THIS PERMIT APPLICATION IS NOT VALID UNTIL AN INSTRUCTOR REVIEWS AND SIGNS IT!

Permit applications will only be signed when the following criteria has been met:

- Student has turned in the required Drivers Education Approval Form (contained in this packet) signed by the High School or Middle School, depending on age.
- Joyce's Driving School account has a \$0 balance.

Once these items are satisfied and the student has a SIGNED permit application (this will serve as proof that they are enrolled in a driver's education program), the student may then go to take their written permit test at the Secretary of State.

NOTE: Student needs to have studied the Rules of the Road book to prepare for the written exam.

FOR THE SOS – As of 7/2021, the IL SOS is not open for walk-in testing. You must schedule an appointment with them at www.ilsos.gov to take the written permit test.

Here is a link to follow to book your permit test time:

<https://ilsosappt.cxmflow.com/?id=dbe30824-497b-4325-8c5f-68b146a5e898>

Then click on **License and ID Card Services**:

Please select a service below to continue

In Car Driving Test

License and ID Card Services

From there, follow the prompts to book a time to take the written permit test.

If they pass this written test and an eye test, they will be issued a driving permit.

Students may not drive until they have their permit issued.

Remove the Learner's Permit along the perforated lines – fold the two parts in half, put the permit into the tiny envelope that the state provided, and tuck it into the student's phone case or wallet.

APPLICATION FOR INSTRUCTION PERMIT

FULL NAME									
RESIDENTIAL ADDRESS									
CITY OR TOWN							ZIP CODE		
COUNTY	SOCIAL SECURITY NO.	HEIGHT	WEIGHT	COLOR HAIR	COLOR EYES	SEX	DATE OF BIRTH		
		FT. IN.					MO.	DAY	YR.
T/A 1	T/L 4	CDL	NON-CDL	REASON		CLASS D	ENDORS.		
RESTRICTIONS									
NONE <input type="checkbox"/>									

COMPUTED DL/ID NUMBER	M	SCHOOL CODE	EXPIRATION DATE
	DONOR	9954	
	M		

VISION:				MOTOR VOTER				
WITH GLASSES	BOTH	RIGHT	LEFT	ATTEMPT	CLASS	PASS	FAIL	NA
20/	20/	20/	20/	V.P.				
WITHOUT GLASSES	20/	20/	20/	V.A.				
PERIPHERAL FIELD	BOTH	RIGHT	LEFT	BASIC				
NASAL READING				DRIVE				
TOTAL				MCY.				
				DRIVE				
				INSTRUCTOR'S INITIALS				

DO YOU WEAR: GLASSES ☐ TELE. LENSES ☐
CONTACT LENSES: RIGHT ☐ LEFT ☐
HEARING AID ☐

ATTACHMENTS:

VSR ☐
MED/PSYCH ☐
TVDL DOCS. OTHER ☐

FILE UPDATED BY

UNMARRIED PERSON UNDER AGE 18
SIGNATURE of father, mother, guardian or other responsible adult:

Signature

Relationship

I hereby give my written consent to the Secretary of State for the issuance of a driver's license to the person named on this application, and certify that the named minor is not a truant or a dropout.

FOR DRIVER EDUCATION STUDENTS ONLY

Joyce's Driving
Barrington

is a student of

School,

Illinois, and is enrolled

in the Driver Education Class.

Signature of Instructor

FACILITY NO.

FACILITY NAME

VALIDATE ABOVE THIS LINE

APPLICANT QUESTIONS

1. Is your driver's license or ID card or privilege to obtain a license or ID card suspended, revoked, cancelled or refused in any state under this or any other name?(If yes, a letter of clearance is required.) yes/no
2. Do you presently hold a valid driver's license or ID card in this or any other state?
3. Is your driver's license being held by a court in lieu of bail?
4. Are you currently under a court order of guardianship? (If yes, a medical report is required.)
5. Do you have any condition that might cause a temporary loss of consciousness? (If yes, a physician's statement and a signed medical agreement are required.)
6. Do you have any mental or physical condition that might interfere with safe driving?(If yes, a physician's statement and a signed medical agreement are required.)
7. Do you use any drugs, including prescription medication, or alcohol to an extent that they impair your driving ability or has a court committed you to a mental health facility within the last four years? (If yes, a medical report is required.)

NOTICE OF REQUIREMENT TO REGISTER

The Secretary of State is required to provide notice to the following persons of their duty to register under the Sex Offender Registration Act: Those convicted of any felony as defined by Section 2 of the Sex Offender Registration Act [730 ILCS 150/2].

NOTICE TO MALES AGES 18 TO 25: In accordance with P.A. 92-0117, your signature on this application certifies that you have already registered with the Selective Services System or authorizes the Secretary of State to transmit your registration information to the Selective Services System for the purposes of registration, if so required by law.

DISCLOSURE STATEMENT

Under penalties of perjury. I swear or affirm that all information contained in and submitted with this application is true and correct and no fictitious documents have been presented. I acknowledge that disclosure of my social security number is mandatory pursuant to 625 ILCS 5/6-106 or 15 ILCS 335/5 and will be verified with the Social Security Administration and that it may be re-disclosed as provided in 625 ILCS 5/2-123, including to other governmental agencies. If I am making application for a Temporary Visitor's Drivers License, I further swear or affirm that at the time of application I am not eligible to obtain a social security number.

Applicant Signature

Employee Signature/Number



How to Schedule a Make-Up Class

Log into the student portal on a computer.

Look for this BLUE BUTTON:

SCHEDULE CLASS
MAKEUP

Scroll to the class that you need to reschedule or that the student was marked absent for, and click on the BOOK MAKEUP Button:

Wed, Aug 31, 2022 @ 7:00 PM - 9:00 PM CST	Session 1 - Class - Traditional 30 Hours	SCHEDULED	BOOK MAKEUP		
Wed, Sep 14, 2022 @ 7:00 PM - 9:00 PM CST	Session 2 - Class - Traditional 30 Hours	SCHEDULED	BOOK MAKEUP		

Choose a new date/time/location for the class that the student will miss or has missed. IF you need to reschedule the Make-Up class, scroll to the NEW class date, and book a Make-Up for that scheduled class. DO NOT delete your scheduled make-up class.

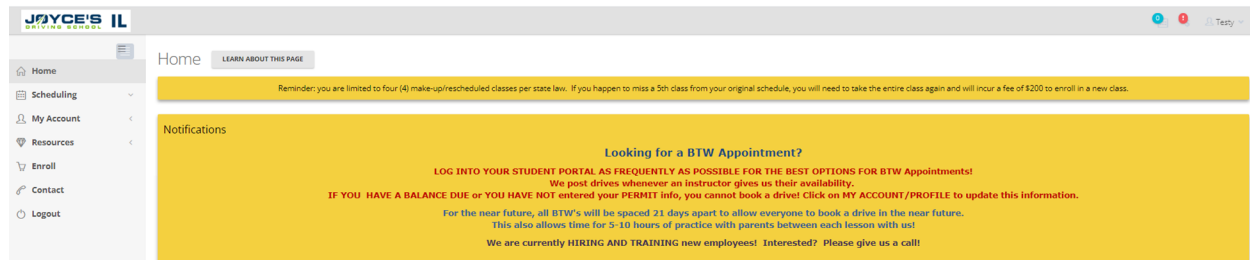
Things to keep in mind:

- Make-up seats are limited, so the make-up class may be a few months in the future
- Students DO NOT need to have all their classes made-up before getting their Learner's Permit **OR** before booking a BTW.
- We encourage you to do your best to attend all scheduled classes.
- Students can only miss FOUR (4) of their ORIGINALLY SCHEDULED classes. (Missed make-up classes DO NOT count towards the four original classes)



How to Book a Behind-the-Wheel (BTW) Appointment

In your student portal, on the HOME page, there is a YELLOW BANNER with up-to-date info on it for all students. When we change the BTW booking process, this banner will be updated.



Things to keep in mind:

- BTW appointments will be booked according to the JDS philosophy. We believe that students learn better over time. Students can book 1 appointment in the future, allowing students time to practice the skills we are teaching them in between lessons. Please plan for the entire driving school process to take a minimum of 4 months, and a maximum of 9 months.
- Once a BTW is booked, if you need to cancel it for any reason, you can do that through the student portal. Log into your student account, find the appointment, and cancel it. Once it is cancelled, you will be allowed to book a different appointment.
- ALL CANCELLATIONS/CHANGES need to be done outside the 72-hour late cancellation window. Please make all changes 3 days ahead of time to avoid the \$50 late cancellation fee.
- If your student is sick, please cancel the drive as soon as possible. These cancellations are also done through the student portal. This allows us the maximum time to get another student in the time slot.



PERMIT APPLICATION INSTRUCTIONS

Full Legal Name

Address

County

Color Hair (Use BRN, BLK, BLND, RED)

Color Eyes (Use BRN, BLU, GRN, HZL)

Height (FT and IN)

Weight (LBS)

Parent Signature

Printed Student Name

STATE OF ILLINOIS • JESSE WHITE • SECRETARY OF STATE

APPLICATION FOR

FULL NAME _____

RESIDENTIAL ADDRESS _____

CITY OR TOWN _____ ZIP CODE _____

COUNTY _____ SOCIAL SECURITY NO. _____ HEIGHT _____ FEET _____ INCHES _____ WEIGHT _____ LBS _____ COLOR HAIR _____ COLOR EYES _____ SEX _____ DATE OF BIRTH _____ MM/DD/YYYY

RESTRICTIONS _____

COMPUTED DUID NUMBER _____ M _____ DONOR _____ SCHOOL CODE _____ EXPIRATION DATE _____

VISION: MOTOR VOTER

	WITH GLASSES	BOTH	RIGHT	LEFT
20/	20/	20/	20/	20/
WITHOUT GLASSES	20/	20/	20/	20/
PERIPHERAL FIELD	BOTH	RIGHT	LEFT	
NASAL READING				
TOTAL				

DO YOU WEAR: GLASSES ☐ TELE. LENSES ☐ CONTACT LENSES: RIGHT ☐ LEFT ☐ HEARING AID ☐

UNMARRIED PERSON UNDER AGE 18
SIGNATURE of father, mother, guardian or other responsible adult: _____

Signature _____ Relationship _____

I hereby give my written consent to the Secretary of State for the issuance of a driver's license to the person named on this application, and certify that the named minor is not a transient or a dropout.

FOR DRIVER EDUCATION STUDENTS ONLY
Joyce's Driving _____ is a student of _____ School, _____ Barrington _____ Illinois, and is enrolled in the Driver Education Class. _____

VOID
Signature of Instructor

VALIDATE ABOVE THIS LINE

APPLICANT QUESTIONS

1. Is your driver's license or ID card or privilege to obtain a license or ID card suspended, revoked, cancelled or refused in any state under this or any other name? (If yes, a letter of clearance is required.) ☐ yes/no
2. Do you presently hold a valid driver's license or ID card in this or any other state? ☐ yes/no
3. Is your driver's license or ID card or privilege to obtain a license or ID card suspended, revoked, cancelled or refused in any state under this or any other name? (If yes, a letter of clearance is required.) ☐ yes/no
4. Are you currently under a court order or guardianship? ☐ yes/no
5. Do you have any condition that might cause a temporary loss of consciousness? (If yes, a physician's statement and a signed medical agreement are required.) ☐ yes/no
6. Do you have any mental or physical condition that might interfere with safe driving? (If yes, a physician's statement and a signed medical agreement are required.) ☐ yes/no
7. Do you use any drugs, including prescription medication, or alcohol to an extent that they impair your driving ability or has a court committed you to a mental health facility within the last four years? (If yes, a medical report is required.) ☐ yes/no

Sex (M or F)

Date of Birth (MM/DD/YYYY)

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Applicant Signature

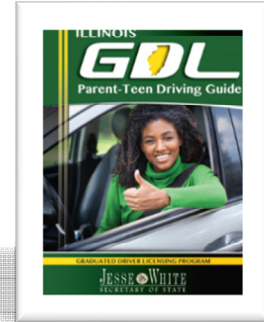
Employee Signature/Number

THIS DOCUMENT CREATED FOR COMMERCIAL DRIVERS TRAINING USE ONLY

FILL OUT INDICATED FIELDS ONLY. THE REST WILL BE FILLED IN AT THE SECRETARY OF STATE

JOYCE'S DRIVING SCHOOL

Items students will receive from us by the
2nd day of class:

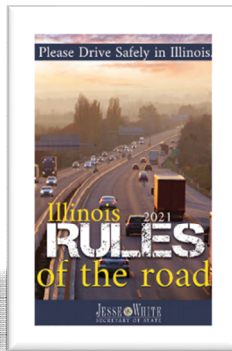


An Illinois GDL Parent/Teen Driving Guide Booklet
(loads of helpful info in there)

Illinois has a shortage of these books please click
below for a copy.

<https://joycesdrivingschool.com/resources/>

https://www.ilsos.gov/publications/pdf_publications/dsd_a217.pdf



An Illinois Rules of the Road Book
(textbook for class)



Student Driver Bumper Sticker(s) for your car(s)

Main Office/Customer Service:
120 Lageschulte, Barrington, IL 60010
847-977-7193 info@joycesdrivingschool.net