



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 (BTW) lessons occur simultaneously. Our driver's education format is designed to provide students with the best understanding of the correlation between physical driving activities and decision-making processes. It is important to us that you know this is a partnership between you, the parents, and us, to ensure the students get started on a safe driving journey.

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 "Road Map to Success" covers how students obtain their learner's permit, book a Make-Up class 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 links to our FAQ page, and links to documents and publications you may 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](mailto:info@joycesdrivingschool.com).

Kindly,

The JDS Team

**Main Office/Customer Service:**

120 Lageschulte, Barrington, IL 60010

847-977-7193    [info@joycesdrivingschool.net](mailto:info@joycesdrivingschool.net)

This is your  
**ROAD MAP TO SUCCESS!**  
Follow to succeed in our driving course!  
Details on following pages.

**4: START DRIVING!**

Book a BTW lesson once student has a learner's permit.

See instructions on following pages.



**3:** Attend your first class with all the paperwork and full payment (if possible). See instructions on following pages.



**2:** Fill in the permit app with the student's legal name and identifiers. Print when filled in and bring to class to get signed by the instructor.



**1:** Print out the Drivers Ed Approval form and get it signed by the student's high school. Bring to class when signed.



## **STOP 1:**

Print out the Driver Ed Approval form and get it signed by the student's high school.

Bring to class when signed.

The Driver Education Approval Form is on the next page.

It has Joyce's Driving Schools BARRINGTON location at the top of the form as that is our main office. If you are attending a class in another location, it will still say this default location at the top of this form. This does NOT change the location of the class your student is attending.

After printing the form, fill out the student's name and address in the top box, then parents and students need to sign.

The bottom boxes will be filled out by whatever school you take the form to.

Most students get it signed by the high school. Depending on your students' age, they may be redirected to their junior high school, but 99% of our students get it signed by their current high school even if they are incoming Freshmen.

Students can take this form with them to school. Parents do not need to take it to school for them.

Students can drop it in the Administration office one day and usually pick it up the next day. This is the norm for most of the high schools we have students in.

They are very familiar with this form in those offices.

After the form is signed, students can bring it to the next class. It is recommended to be brought to the first class but is not required.

This form is required, along with payment in full, to get the permit application signed by the instructor.



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:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
_____ Signature of Chief School Administrator or Superintendent of High School	_____ Date

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



## STOP 2:

Fill in the permit app with the student's legal name and identifiers.  
Print when filled in and bring to class to get signed by the instructor.

On the next page, you will find instructions on how to fill out a permit application. The page after that is a BLANK PERMIT FORM. Please fill out the HIGHLIGHTED FIELDS ONLY using your computer keyboard BEFORE printing it. **The ILLINOIS SOS/DMV will not be accepting written forms soon.** A parent/guardian will then sign next to the relationship field.

**IMPORTANT NOTE:** THIS PERMIT APPLICATION IS NOT VALID at the DMV/SOS UNTIL AN INSTRUCTOR REVIEWS AND SIGNS IT!

Permit applications will only be signed by the student's classroom instructor when the following criteria has been met:

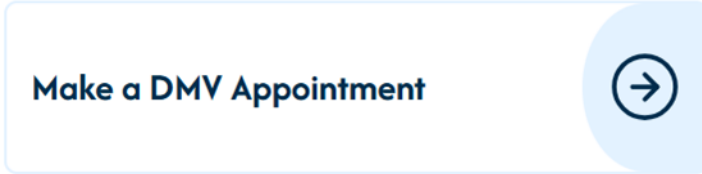
- Students have turned in the required Drivers Education Approval Form (contained in this packet) signed by the students High School or Middle School, depending on age.
- Joyce's Driving School account has a \$0 balance.

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.

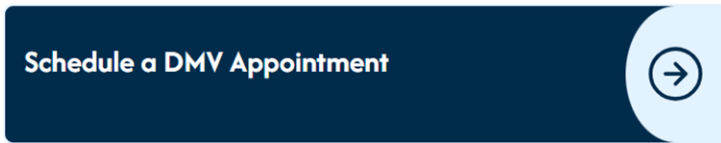
**Note:** The IL SOS/DMV is not open for walk-in testing.

You must schedule an appointment with them at [www.ilsos.gov](http://www.ilsos.gov) to take the written permit test. [Click here](#) to be directed to the Illinois web site to book your permit test time. Scroll down to the button that says:



Then click here:

**I want to:**



Then here:

- [Get a Real ID >](#)
- [Renew my Driver's License or ID Card >](#)
- [Change Instruction Permit \(Teen\) to a DL >](#)
- [New DL or Instruction Permit >](#)
- [New ID Card & Add REAL ID to DL or ID >](#)
- [Replace my Driver's License or ID Card >](#)

Ignore the words in blue on this next page and click YES in the radio box:

We look forward to serving you. We need some information before scheduling an appointment.

Teen drivers holding an Instruction Permit can make an appointment by visiting the [Instruction Permit page](#).

Are you a current Illinois resident? (If you hold a valid DL from another U.S. state, please answer No.)

Yes  No

I am applying for

A First-Time Driver's License  An Instruction Permit

Make a DMV Appointment

What I need to bring:

Bringing the correct documents and forms of identification will make your visit easy.

Acceptable Identification

REAL ID Information

TVDL | Temporary Visitor Driver's License

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

The DMV does not post appointment dates very far in advance – it is best to look a couple of days before you want to go, or to check the morning of the day you want to go for your 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. Doing this ensures that the permit does not get lost and that the student has it with them whenever they want to drive.

See you on the Road!

The JDS Team



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 FT. IN.	WEIGHT LBS.	COLOR HAIR	COLOR EYES	SEX	DATE OF BIRTH MO. DAY YR.
CO.	SSN	FT. IN.	WT.	HAIR	EYES	SEX	MM DD YY

RESTRICTIONS  
NONE

COMPUTED DUID NUMBER \_\_\_\_\_

SCHOOL CODE 9954

EXPIRATION DATE \_\_\_\_\_

VISION: MOTOR VOTER

WITH GLASSES	BOTH	RIGHT	LEFT
20/	20/	20/	20/
WITHOUT GLASSES	20/	20/	20/
PERIPHERAL FIELD	BOTH	RIGHT	LEFT
NASA 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

ATTACHMENTS:  
VSR   
MED/PSYCH   
TVDL DOCS.   
OTHER \_\_\_\_\_

FILE UPDATED BY \_\_\_\_\_

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 in this state or any other state of this?
4. Are you currently under a court order or 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.)

Sex (M or F)

Date of Birth (MM/DD/YYYY)

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 5/8-106 or 16 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

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

APPLICATION FOR Instruction Permit

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

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

VISION: MOTOR VOTER			
WITH GLASSES	BOTH 20/	RIGHT 20/	LEFT 20/
WITHOUT GLASSES	20/	20/	20/
PERIPHERAL FIELD	BOTH	RIGHT	LEFT
NASAL READING			
TOTAL			

ATTEMPT	CLASS	PASS	FAIL	NA
V.P.				
V.A.				
BASIC				
DRIVE				
MCY.				
DRIVE				

INSTRUCTOR'S INITIALS
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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**

\_\_\_\_\_ is a student of \_\_\_\_\_ School,  
 \_\_\_\_\_ Barrington Illinois, and is enrolled  
 in the Driver Education Class. \_\_\_\_\_  
 Signature of Instructor

VALIDATE ABOVE THIS LINE

**APPLICANT QUESTIONS**

- 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 \_\_\_\_\_
- Do you presently hold a valid driver's license or ID card in this or any other state? \_\_\_\_\_
- If you are under age 18 and this is your initial application for a Graduated Drivers license, have you been issued any citation for which a disposition has not yet been rendered by a court of law? \_\_\_\_\_
- Are you currently under a court order of guardianship? (If yes, a medical report is required.) \_\_\_\_\_
- 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.) \_\_\_\_\_
- 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.) \_\_\_\_\_
- 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.) \_\_\_\_\_

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\_\_\_\_\_  
 Applicant Signature Employee Signature/Number

FACILITY NO.  
 FACILITY NAME

## STOP 3:

Attend your first class.

See your **student portal** for a detailed list of all the classes you are required to attend.

Students must attend a total of 30 hours of classroom instruction per state law. They are allowed to miss up to 4 of their 15 scheduled classes, all of which must be made up in the future. Students may not arrive at class late or leave early for any reason. If they cannot be there for the entire 2-hour session, please have them miss the class and schedule make-up class.

### How to Schedule a Make-Up Class

**NOTE: You MUST be marked ABSENT before you can book a make-up class.**

Log into the student portal on a computer.



Look for this BLUE BUTTON:

Scroll to the class that you need to class you were marked absent for, and click on the BOOK MAKEUP Button:

Wed, Sep 13, 2023 3:45 PM - 5:45 PM	Session 6 - Class - Traditional 30 Hours	ABSENT	BOOK MAKEUP	
Thu, Sep 14, 2023 3:45 PM - 5:45 PM	Session 7 - Class - Traditional 30 Hours	ABSENT	BOOK MAKEUP	
Mon, Sep 18, 2023 3:45 PM - 5:45 PM	Session 8 - Class - Traditional 30 Hours	ABSENT	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 you already booked, you need to wait until you are marked absent again or call us at 847-977-7193.

### 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.

## STOP 4:

### START DRIVING!

#### How to book a BTW lesson once a student has a learner's permit.

Your student DOES NOT have to complete all the class sessions before booking a driving lesson. We encourage students to drive as much as possible with you and with us while still attending class. Also, students DO NOT need to finish all the driving lessons before the last day of class.

You, the parents, are REQUIRED to drive 50 hours with your student per state law. These must consist of 40 daylight hours and 10 nighttime hours. The driving lessons we give your students will be in partnership with the time you spend in the car with them, reviewing what we are teaching them.

Remember, you signed a contract for all classroom sessions and BTW lessons to be completed within 8 months of the first day of class. That date is your goal for having everything done. Students should book one BTW lesson per month to have better success at completing all BTW's within the contract period.

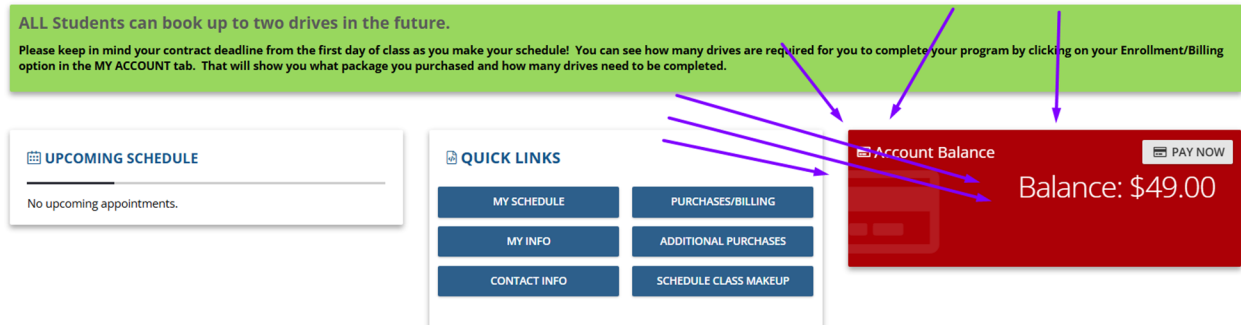
**Contract Reminder: JDS is not required to complete more than one BTW per month, per student. This means that we are not required to complete all your drives in the last month of your contract. We may have more than one drive per month, but we are not REQUIRED to provide drives we may not have at the end of your contract period. We encourage you to follow our one-drive per month plan to fit all your required drives in on time without incurring any additional fees.**

Also, If your student gets injured and cannot drive for a bit, we need a doctor's note uploaded into the system immediately. We will extend your contract period to accommodate any injury with said note. Please call or email us so that we know that your student is injured and you have uploaded the documents.

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

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

Also, if you see any RED BOXES like this one:



They need to be satisfied before you can book a drive. It looks like this on a computer – on your phone, you must scroll down a bit to see the RED BOXES.

Some of the things that need to be done are:

\$0 balance due

Permit # entered into your student portal

Issue Date and Expiration date of your permit entered in your student portal

FAC-CM number (located on your permit as well) must be entered into your student portal profile page.

On the left side of your screen, when you are logged in you will go to MY ACCOUNT and click on PROFILE. You need to fill in these boxes:

The screenshot shows the "STUDENT PROFILE" form. On the left, there are fields for: First Name (Cameron), Middle Name (J), Last Name (Santiago), and Address (930 Debden Dr). On the right, there are fields for: Drivers License/Permit #, DL/Permit Issued Date, DL/Permit Expiration, and FAC-CM#. Purple arrows point to the "Drivers License/Permit #", "DL/Permit Issued Date", "DL/Permit Expiration", and "FAC-CM#" fields.

Once all the RED BOXES are satisfied, you can book your drives with us!



### **Things to keep in mind:**

- 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.
- Please be mindful that if you do not show up for your drive you are taking away opportunities for another student to have driven at that time.
- 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.
- If your student needs additional driving hours with us, beyond the minimum requirements of the state, please call us. For example: if you are not comfortable driving the 50+ hours with your student to get them comfortable with the driving lessons, or, if you would like some extra lessons beyond what you originally purchased, we are available to add more hours.