

Getting a Learner's Permit or Driver's License

Effective July 1, 2015, you will need to request a **CERTIFICATE OF SCHOOL ENROLLMENT (CSE)** when applying for a learner's permit or driver's license.

Requesting certificate of school enrollment

- It is recommended that the student is the person requesting the CSE
- You may request a CSE at anytime
 - Make sure you provide the correct information as requested to avoid any delays in processing. The information on your form appears exactly as it is entered. Please double check the information you are entering.
 - Your name must match your birth certificate
 - No nicknames or abbreviations of your birth name
- Cut off for each week for processing is **Sunday night at midnight**
- Requests are downloaded for processing on Monday morning
- CSEs are issued once a week
 - Issued with an effective date for the Friday of the week it is issued
 - First available for pick-up on the day of issuance and any day after that (please remember that the **certificates expire 30 days from the date of issue**).

NOTE: If you are applying for a DRIVER'S LICENSE you will also need an ADAP certificate. Please refer to the RHHS website to request an ADAP certificate.

CERTIFICATE PICK-UP

- You will be asked to provide an email address when requesting a CSE so you can be notified when it is available for pick-up
 - Make sure you have listed your email correctly
 - You will receive **only one email**
 - Be sure to check your junk email folder
 - Notification emails go out Thursday night
 - Please check your email for the location at which you need to pick up your certificate
 - You can pick up the CSE at lunch or after school
 - PLEASE DO NOT COME DURING INSTRUCTIONAL TIME
- There is a \$5 fee for each certificate
 - Payment for Certificates of Enrollment must be made at <https://www2.mypaymentsplus.com/welcome>
Please note that you will need your STUDENT ID to set up an account.
Due to the ability to pay using my payments plus, CASH WILL NO LONGER BE ACCEPTED
 - Certificates requested and not picked up are still subject to the fee
 - You will be required to pay the outstanding fee
 - No additional certificates will be issued until the outstanding fee is paid

CERTIFICATION EXPIRATION:

- Do not request a CSE before you are ready to obtain your learner's permit or driver's license
- A CSE is only valid for 30 days from the date it is issued
- **SUMMER: Certificate of Enrollments that are issued in the month of May 2017 through September 1st, 2017, will be honored until September 30, 2017**
- It is recommended that you do not make an appointment for your drivers license before you have your CSE

Click Here > <https://goo.gl/D6yw32> < to submit for a Certificate of Enrollment.