

How much documentation should driver education providers keep as part of student records? The first column lists Requirements, per Oregon Administrative Rule. The Documentation column describes records you should keep to meet each requirement.

## TSD Approved Driver Education Provider Minimum Requirements for Student Records

Retain 10 years per OAR 737-015-0090(4)

Requirement (OAR 737-015-0090)	Documentation
Dates course taken*	Record course beginning and end date
Final grade*	Pass/Fail is ok
Verification of learner's permit on first day*	Easiest way: Record either the permit issue date or expiration date. Another option: at first class date ask each student to add permit number to your dated sign-in sheet
Student mailing address*	This might be on your registration form
Student progress*	Check off topics on student record card or indicate in grade book
Record of home practice	Best way: Keep logs submitted by students
Time involvement	Attendance records and drive assessment sheets to show at least 30 hours classroom seat time/ 6 hours behind-the-wheel/ 6 hours practice driving observation
Evaluation results	Record of test/quiz scores and drive assessments. Suggest providers keep at minimum the final test score plus each drive assessment for each student
Attendance	Attendance record must include documentation of any makeup classes

Keep liability in mind. Can you demonstrate that you taught a particular student how to approach an intersection and how to perform proper lane changes, for example. Can you show that risk prevention skills were taught and that practice drives covered a variety of situations?

\* Noted items can be recorded on the *Student Record Card*. You are not required to use the card, but it may make record keeping easier and keep your files slimmer.

Find it at: [http://www.oregon.gov/ODOT/TS/drivers\\_ed.shtml](http://www.oregon.gov/ODOT/TS/drivers_ed.shtml)

See *DE Instructor Info and Forms*.