

District Name: _____

Name of Person Completing Form: _____

Daytime Phone: _____

Title: _____

MONTANA OFFICE OF PUBLIC INSTRUCTION

TE04 STUDENT LIST
For Traffic Education Programs

School Year
July 1, ____ to June 30, ____

ATTENTION:

Submit TE04 STUDENT LIST
with the
TE03 CERTIFICATION
to Driver License
Examiner and the OPI

Teacher(s):

Questions? Call the OPI Traffic Education office at (406) 444-4432.

SECTION A				GDL		SECTION B	SECTION C				
							Students Completing Course				
							Successful		Waive Test		
	Name of Students Participating	Birthdate	Date Course Started	Issue Date Traffic Education Permit (TEP)	Issue Date TE Learner License (LL)	Date Course Completed	Yes	No	50%	Knowledge	Driving
1											
2											
3											

THESE FORMS MUST BE GENERATED AND
SUBMITTED VIA THE TRAFFIC EDUCATION
DATA & REPORTING SYSTEM (TEDRS)
THIS IS ONLY AN EXAMPLE

District Name: _____

Name of Person Completing Form: _____

Daytime Phone: _____

Title: _____

MONTANA OFFICE OF PUBLIC INSTRUCTION

TE03 CERTIFICATION For Traffic Education Programs

School Year
July 1, 2022 to June 30, 2023

ATTENTION:

Submit TE03
CERTIFICATION
with the
TE04 STUDENT LIST
to Driver License
Examiner and the OPI

TE03 CERTIFICATION

Questions? Call the OPI Traffic Education office at (406) 444-4432.

☐ Non-CDTP Program

☒ CDTP Program Notice of Learner License

A. NOTICE OF PARTICIPATION

I certify that the students listed in Section A, TE04 Student List, are participating in our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction.

	Title	Phone	Date signed
_____ Signature, District Administrative Official			

I certify that Traffic Education Permits (TEP) have been issued to the students on the date(s) specified on **TE04 Student List** above. If this is a Cooperative Driver Testing Program, Learner Licenses have been issued on the date(s) above and I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice.

Within three days of learner license issuance, submit a printout of the TE03/04 Student List and the original Driver License Applications with exam scores to the local Driver License Station.

	Title	Phone	Date signed
_____ Signature, District Administrative Official			

B. NOTICE OF COMPLETION

I certify that the students with completion dates indicated in **Section B**, and marked "Yes" in **Section C, TE04 Student List**, have successfully completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing upon reaching the required minimum age.

Within ten days of course completion, submit completed TE03/04 to local Driver License Station with CDTP Road Test Results for students waived on the Driving Test.

	Title	Phone
_____ Signature, District Administrative Official		

C. REIMBURSEMENT REQUEST

I certify that the students checked successful or unsuccessful in **Section C, TE04 Student List**, have completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I also certify that any student not completing at least 50 percent of both classroom and behind-the-wheel instruction is marked No on the form and is ineligible for state reimbursement.

	Title	Phone	Date signed
_____ Signature, District Administrative Official			

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This "certification" page is generated along with
the student list in TEDRS and they print together.

Refer to the Student List Entry Guide for full
instructions on filling out and submitting this form.