**PARENT HANDOUT**

[](http://www.pdacademy.net/)

**3845 Highway 22, Ste.4**

**Mandeville, La. 70471**

**985-231-7376**

**Office Hours**

**Monday-Friday-8:00-4:30**

[**www.pdacademy.net**](http://www.pdacademy.net)

**contact@pdacademy.net**

**Students and parents are responsible for the contents of the handout.**

Teens are required to complete 30 hours of classroom instruction and be 15 before scheduling the 8 hours of behind-the-wheel instruction. Any missed classroom time must be made up before driving. Classes run from 8-4 each day. Students who registered in our 43-hour course, the dates and times for the emergency class are on our website.

**We require a 24- hour notice for cancelled drives.**

**drives cancelled within the 24-hour period, and no-show drives will be charged a $65.00 fee.**

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How to schedule drives

Schedule only one drive a day.

**Student must be 15 years old to drive.**

**Be sure to remember your log in information so you can schedule and cancel drives.**

1. Log into your account and then click on “schedule behind the wheel.”
2. Input TIP information (temporary instructional permit)
3. TIP expiration date
4. Click on green dates for drive availabilities.
5. You may click on email alert for spots already filled that may become available
6. Be sure to click on “my account” and click “confirm now” to receive email reminders of your drives.
7. **Please be sure to call the office to set any pick up and drop off other than the primary residence.**
8. **You will responsible for rescheduling any cancelled drives.**

Students who live within 12 miles of our office location will be picked up at home.

Outside of the 12 miles, we offer pick up locations.

* Chick-fil-a by Wal-Mart on Hwy. 190.
* Winn-Dixie on Hwy 59.
* Belk parking lot on Hwy 21
* Bedico grocery on Hwy 22
* Precision Driving Academy

\*\***3:00 drives are considered to be pick up at school unless notified otherwise.**

Driving instructors will pickup students in the carpool line.

\*\***Drives will take place in rainy weather. If the weather is too severe and drives are cancelled, we will notify you and assist in rescheduling.**

FINAL DRIVES AND CERTIFICATES OF COMPLETION

* On the students fourth drive, the instructor will make a brief stop at the Precision office to complete the necessary paperwork for students to receive a learner’s permit.
* You will receive a sealed envelope that must remain sealed. The contents include: student’s test and original certificate of completion. This envelope must remain sealed and will be brought to the DMV or a title company of your choice.
* We will also provide you with a copy of the certificate of completion for use with your insurance company. Please look over this certificate to make sure everything is correct as it is a copy of the one in the envelope. You will also receive a sheet with a summary of your child’s drives providing information on his/her weaknesses and strengths. It also contains a list of the documents you will need to secure the learner’s permit.

**Certificates of Completion are required by some insurance companies in order to obtain a discount. If you misplace the copy we provide, one can be obtained from the office for a fee of $35.00.**

**When a student is 16 and has had his/her permit 6 months, he/she may return for the road skills test. This must be completed before as student can move on to either the intermediate license at 16 or a full license at 17.**

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