**APPLICATION FOR APPROVAL AS A DRIVER EDUCATION CORRESPONDENCE COURSE PROVIDER FOR HOME SCHOOL STUDENTS**

**Part IV. Program Description**

The following information will assist the Virginia Department of Education evaluation team, and these responses will be used while reviewing the program. Please provide a narrative response not to exceed the specified character limits.

**Organizational Strengths (2,000 characters)**

Provide information about the leadership, organizational, and management structure of the driver education correspondence course provider, including:

* Mission statement;
* Functions, organization, responsibilities, and membership of the organization; and
* Stability of management structures.

Click here to enter text.

**Data Management (2,000 characters)**

Provide the information about the use of data for management and instruction and how data is protected.

* How data integrity is managed;
* Data security policy and implementation plan including certifications; and
* Protection from security threats such as viruses and hackers.

Click here to enter text.

**Curriculum and Instruction (7,000 characters)**

Provide the information documenting your curriculum’s design and effectiveness.

Include the following:

* Source or origin of the course content;
* Basis for and frequency of revisions;
* Process used to frequently assess student’s growth toward meeting specific learning objectives with a description of how students who are not meeting objectives receive additional assistance; and
* Communication of course requirements and expectations to parents, students, and other stakeholders.

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**Technology Infrastructure, System Performance, and Technical Support (3,000 characters)**

Describe the technology infrastructure that supports the delivery of the driver education correspondence course, including the following:

* Technical requirements for end users;
* Means of delivery for content;
* Off-site back-up frequency for student data and other critical information;
* Types of technical assistance provided;
* Hours/days technical support is available;
* Average response time; and
* Typical procedures for students when encountering problems.

Click here to enter text.