

JDS In-house Process to track fee payment and registration 2011-2012

Online Payments

- When each student makes an online payment the program generates an email to the LT based on the location the student/parent has selected. Student's full name and date of birth are listed in the email. You will NOT have a registration form at this point. I suggest that you copy and paste to a data base. This will make it easy to check for the name as you receive the completed registration forms. I will also send you a list of students who have paid for your location(s) - weekly or on a schedule that makes sense depending on the number of payments. This list will be generated from a report from the online vendor; it will serve as a double check for you and for the office.
- Parents/students are told to obtain a registration form from school or from our website.
- Parent/student will submit the registration form to the LT. Parent will write the confirmation # on the form. The new registration form will include a space for this. We will have them list their first, second and third choice of class on the form, similar to summer. Everyone will need to use the same form and parents/students will be told to check the schedule on our website, or on the school website to determine their choices. As with summer, we cannot guarantee that they will get their first choice. The difference will be that they will only select one location.
- You may wish to add a separate sheet of information specific to your school to hand out to prospective driver education students.
- When you get enough paid registration forms, you will assign students to the class. It will be necessary to give yourself a little more lead time to insure that you get enough students into each class. Those of you who want to do a sign up day will be able to continue to do so but you will have to give yourself more time to make certain that everyone has paid. **We want to be sure that no one starts class who has not paid.**

Payment at the JDS office or via US Mail

- Those who pay at the JDS office - either in person or by mail - will be sent to you in the form of a completed registration form. Parents/students will have to submit a completed registration form with their payment. We will process the payments, enter the student's names and class locations on a data base and send the registration forms to the appropriate lead teacher. Students/parents will be told to allow a longer processing time if they pay at the office. Our goal is to encourage payment online.
- We will give each of you a supply of envelopes addressed to the JDS office. If a student wants to pay you the fee, you will give them an envelope and tell them to mail it to JDS. They should not mail cash and we will not accept personal checks. Mailed payment will be money order or cashier's check.
- These students will be incorporated into those students that you already have paperwork on as you set up your classes. We will bring these registration forms to you at each Lead Teacher Meeting. If you have a large number of forms paid at the office, we will send them via US Mail.

In both cases, the completed registration form will be stapled to the eye permit. This will allow another check point to insure that each student has paid, and it will give the BTW teachers additional contact information on each student for ease of scheduling.