



Driver Education Certification Service (DECS)

User Manual

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Instructor Role: Searching for previously entered student records and printing certificates

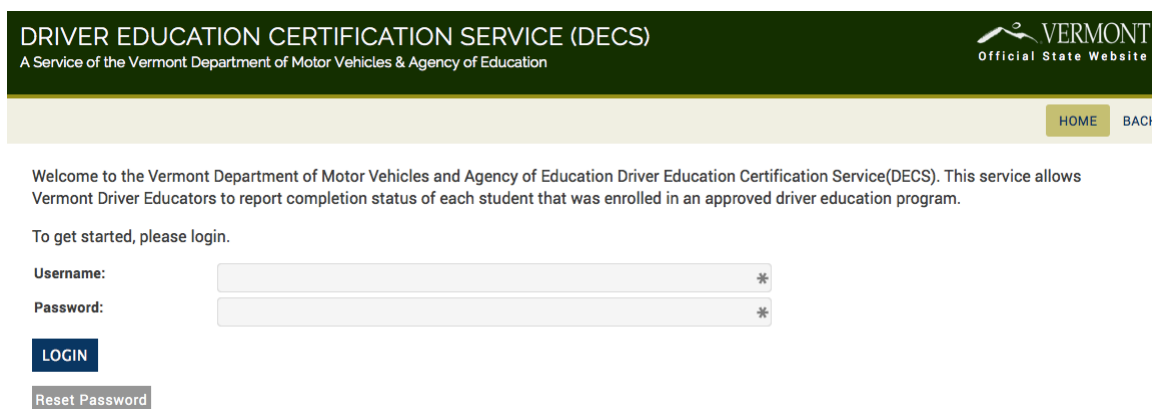
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Instructor Role: Entering Drivers Education Grades

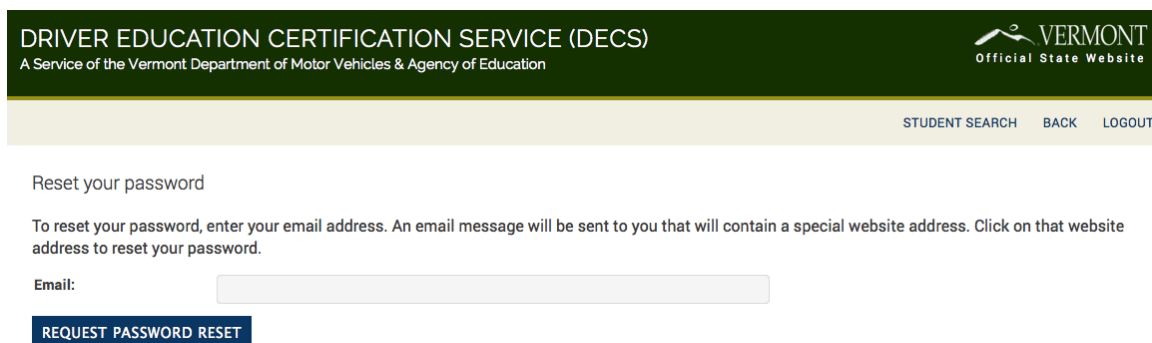
I. Login Screen

- a) [Drivers Education Certification Service \(DECS\)](#) (you can also find this link on the Agency of Education and Department of Motor Vehicles website).



The screenshot shows the top of the DECS website. The header includes the text "DRIVER EDUCATION CERTIFICATION SERVICE (DECS)" and "A Service of the Vermont Department of Motor Vehicles & Agency of Education" on the left, and the Vermont logo with "VERMONT Official State Website" on the right. Below the header is a navigation bar with "HOME" and "BACK" buttons. The main content area contains a welcome message: "Welcome to the Vermont Department of Motor Vehicles and Agency of Education Driver Education Certification Service(DECS). This service allows Vermont Driver Educators to report completion status of each student that was enrolled in an approved driver education program." Below this is the instruction "To get started, please login." followed by two input fields: "Username:" and "Password:", each with a small asterisk icon to its right. Below the fields are two buttons: a blue "LOGIN" button and a grey "Reset Password" button.

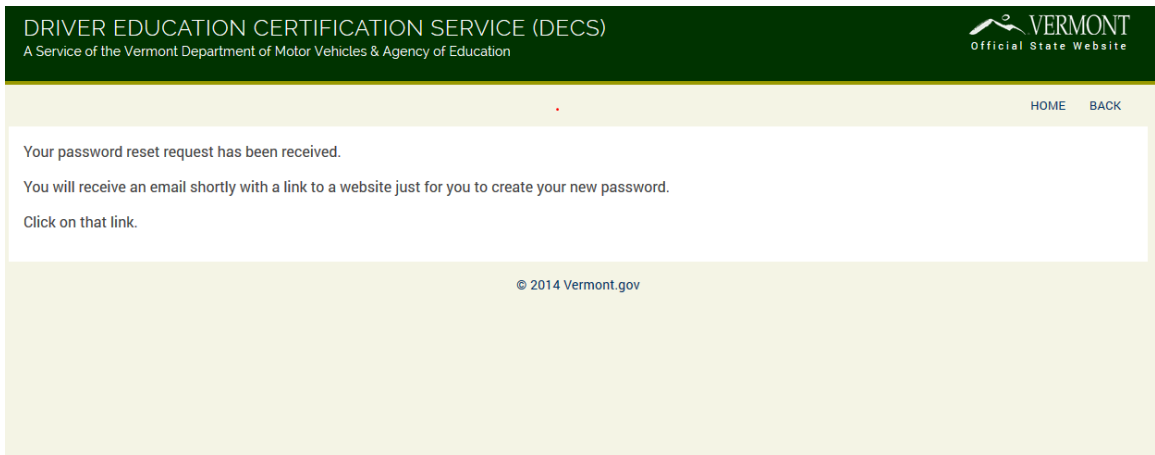
- b) Before you can use DECS, for the first time, you will need to reset your password. Leave the username and password fields blank and, click [Reset Password]. You will be brought to this page.



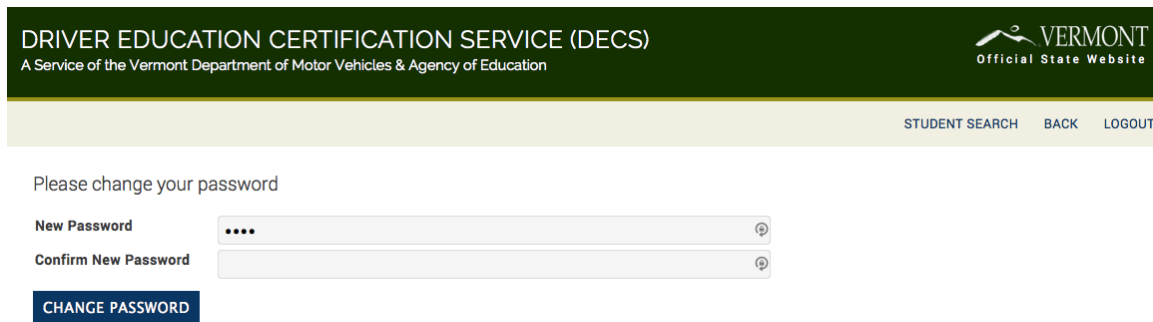
The screenshot shows the password reset page. The header is identical to the login screen. The navigation bar includes "STUDENT SEARCH", "BACK", and "LOGOUT" buttons. The main content area starts with the heading "Reset your password" and the instruction: "To reset your password, enter your email address. An email message will be sent to you that will contain a special website address. Click on that website address to reset your password." Below this is an "Email:" label followed by an input field. At the bottom is a blue button labeled "REQUEST PASSWORD RESET".

On this page type in your email address and click [REQUEST PASSWORD RESET]. If you have entered a valid email address you will see the below message and a link will be emailed to you.

Note: The email address will be the one used to create the account. For public school teachers, this will be the email address provided on the program approval).



- c) The email you will receive will include a link you can click on, or cut and paste the link from your email into your internet browser. Type in your desired password and confirm by re-entering the password. Click [CHANGE PASSWORD].

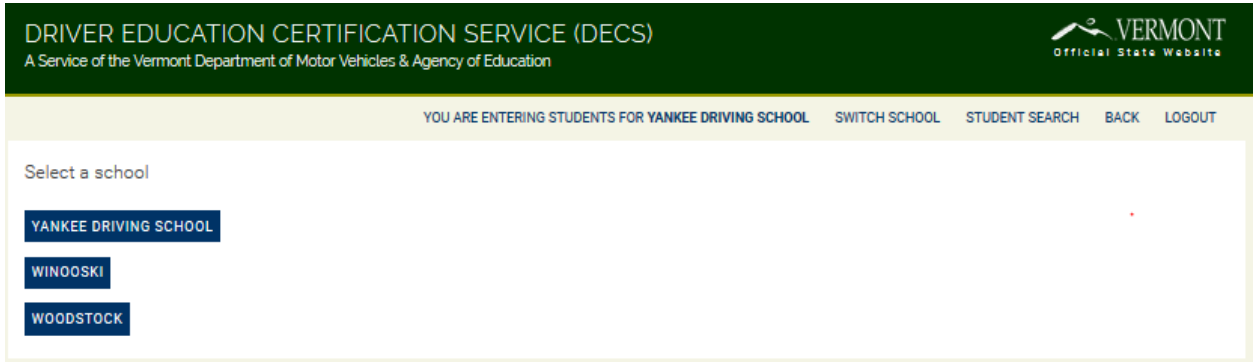


- d) Once your password has been reset you can then go back to the login screen and login to DECS. Again, the address is: services.vermont.gov/DMV/secure/login
- e) Please note...Your user name is your firstinitial . lastname so John Doe would be j.doe

II. Select a school

- a) Select a school. Depending on what schools you work for, will depend on what you see for the main screen. Here is where each public school or private school you work for will appear.
- In this example, this instructor works for four schools. Start by clicking on the name of the desired school for which you want to enter a student's information.

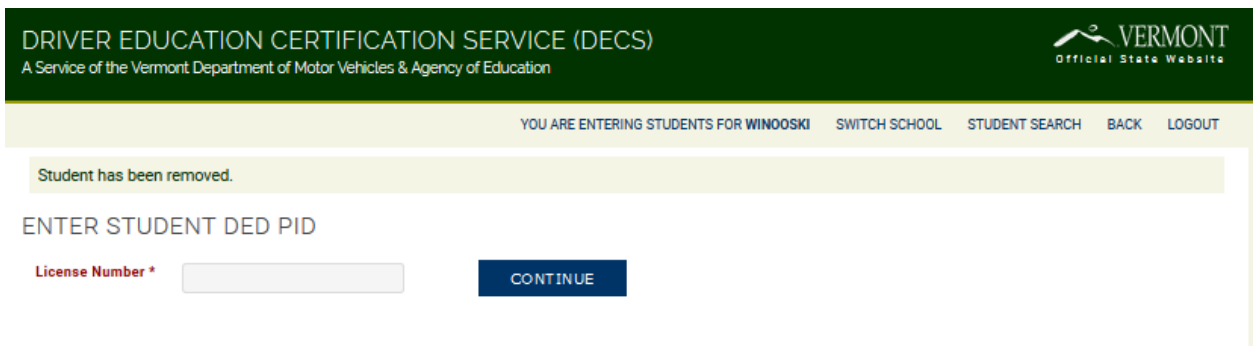
Note: You can only enter in student information for one school at a time but you can switch back and forth between schools if you wish and submit all records at once.



The screenshot shows the top navigation bar of the DECS website with the Vermont logo. Below the navigation bar, there is a breadcrumb trail: "YOU ARE ENTERING STUDENTS FOR YANKEE DRIVING SCHOOL". A "SELECT A SCHOOL" dropdown menu is open, displaying three options: "YANKEE DRIVING SCHOOL", "WINOOSKI", and "WOODSTOCK".

III. Entering student information

- a) Be sure to have the license number (permit number) in front of you before you begin.
- b) Enter a student's license number and click [CONTINUE].



The screenshot shows the DECS website with the breadcrumb trail: "YOU ARE ENTERING STUDENTS FOR WINOOSKI". A message box states "Student has been removed." Below this, the heading "ENTER STUDENT DED PID" is followed by a text input field labeled "License Number *" and a blue "CONTINUE" button.

Note: The top of the screen shows the user which school they are adding student completion data for. You can also select [SWITCH SCHOOL] if you want to add students for a different school you work for in this session (you will notice the school name change).

If a valid License Number was entered, the student's information will auto-populate.

***NOTE: PLEASE CHECK THE STUDENTS NAME AND DOB FOR ACCURACY BEFORE YOU ENTER A GRADE. If there is any incorrect information, please DO NOT enter a grade (this includes incompletes). You should first email**

Tammy (public school teachers) or Nancy (private driving schools). Please provide the following information:

Students License Number:
Students Correct Name:
Students Correct DOB:

Students Incorrect Name as it appears in DECS (if applicable):
Students Incorrect DOB as it appears in DECS (if applicable):

Once the information has been corrected, Tammy or Nancy will let you know that you may now enter a grade for the student.

DRIVER EDUCATION CERTIFICATION SERVICE (DECS)
A Service of the Vermont Department of Motor Vehicles & Agency of Education

VERMONT
Official State Website

YOU ARE ENTERING STUDENTS FOR WINOOSKI SWITCH SCHOOL STUDENT SEARCH BACK LOGOUT

TWOS NAME

Date of Birth: 1900-01-01
School: Winooski
Instructor: Inst Present

PASS FAIL INCOMPLETE DROPPED OUT

ENTER DIFFERENT STUDENT

Note: If a License Number has already been entered into the system you will receive this error:

DRIVER EDUCATION CERTIFICATION SERVICE (DECS)
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VERMONT
Official State Website

YOU ARE ENTERING STUDENTS FOR WINOOSKI SWITCH SCHOOL STUDENT SEARCH BACK LOGOUT

This student has already been entered into the system by another instructor

ENTER STUDENT DED PID

License Number * CONTINUE

Note: If an invalid License Number was entered and it is because the number does not exist in the DMV database you will receive this error:

License number not found

ENTER STUDENT DED PID

License Number *

CONTINUE

- c) If a valid License Number was entered and verified for accuracy, you may then choose to enter students class completion status by selecting one of four options: [PASS], [FAIL], [INCOMPLETE], [DROPPED OUT].

TWOS NAME

22222222

Date of Birth: 1900-01-01

School: Winooski

Instructor: Inst Prezent

PASS

FAIL

INCOMPLETE

DROPPED OUT

ENTER DIFFERENT STUDENT

- d) Once you have selected a status the button will be highlighted.
- e) If [PASS], [FAIL], OR [DROPPED OUT] is selected, you will not be required to enter in any additional information.

Grade has been recorded. You may Enter Another Student, or Finalize and Print Certificates, if available.

TWOS NAME

22222222

Date of Birth: 1900-01-01
School: Winooski
Instructor: Inst Pregent

PASS FAIL INCOMPLETE DROPPED OUT

ENTER ANOTHER STUDENT FINALIZE AND PRINT CERTIFICATES

Unattested Students

Date Entered	Date Attested	License Number	Name	Grade	Instructor	School	Agency	
2016-04-11		22222222	Name, Twos	PASS	Pregent, Inst	Winooski	DMV	REMOVE

ATTEST & PRINT CERTIFICATES

- f) If [INCOMPLETE] is selected, you will be required to enter in additional information: the six options are: Medical/Illness, Moved out of district, Incomplete classroom, Incomplete Behind the Wheel, Has not yet met course requirements, or Other. If you choose 'Other' you will be required to provide more detail in the comment box before proceeding, when finished click [CONTINUE].

Explanation on how you choose:

- You are required to choose 1 of the 6 options that best fits the reason for the students incomplete status.
- Click on the small circle next to the appropriate option, once it is selected the circle will appear as a solid dot.
- When a user selects an option, any previously selected option will be deselected.

PLEASE ENTER A REASON FOR ENTERING EITHER A GRADE OF INCOMPLETE OR DROPPED *

- Medical/Illness
- Moved out of district
- Incomplete classroom
- Incomplete Behind The Wheel
- Has not yet met course requirements
- Other

If you selected "other" above, please provide more detail: *

CONTINUE

- In this example: [INCOMPLETE] status is selected and 'Has not yet met course requirements' was chosen as the reason for the incomplete status.
 - Note: You will see a confirmation box appear that reads 'Grade has been recorded' and the 'Reason' for the incomplete grade is clearly stated.
- g) Enter additional students: click [ENTER ANOTHER STUDENT] and you will be brought back to the 'Enter Student' page where you will enter the next License Number.
- h) If you enter in more than 1 student in a session, you will begin to see a running list of the students appear. *In this example 4 students have been entered in DECS.

Grade has been recorded. You may Enter Another Student, or Finalize and Print Certificates, if available.

TWOS NAME

22222222

Date of Birth: 1900-01-01
School: Winooski
Instructor: Inst Pregent

PASS FAIL **INCOMPLETE** DROPPED OUT

Reason: Has not yet met course requirements

ENTER ANOTHER STUDENT FINALIZE AND PRINT CERTIFICATES

Unattested Students

Date Entered	Date Attested	License Number	Name	Grade	Instructor	School	Agency	
2016-04-11		22222222	Name, Twos	INCOMPLETE	Pregent, Inst	Winooski	DMV	REMOVE

ATTEST & PRINT CERTIFICATES

i) In this example, four students have been entered into DECS.

Grade has been recorded. You may Enter Another Student, or Finalize and Print Certificates, if available.

FIVES NAME

55555555

Date of Birth: 1969-12-31
School: Winooski
Instructor: Inst Pregent

PASS FAIL INCOMPLETE DROPPED OUT

ENTER ANOTHER STUDENT FINALIZE AND PRINT CERTIFICATES

Unattested Students

Date Entered	Date Attested	License Number	Name	Grade	Instructor	School	Agency	
2016-04-11		22222222	Name, Twos	INCOMPLETE	Pregent, Inst	Winooski	DMV	REMOVE
2016-04-11		33333333	Name, Threes	INCOMPLETE	Pregent, Inst	Winooski	DMV	REMOVE
2016-04-11		44444444	Name, Fours	PASS	Pregent, Inst	Winooski	DMV	REMOVE
2016-04-11		55555555	Name, Fives	FAIL	Pregent, Inst	Winooski	DMV	REMOVE

ATTEST & PRINT CERTIFICATES

- j) On occasion a student may switch schools. If the sending school had entered the student into DECS as an incomplete, fail, or withdrawal the receiving school will not be able to enter the student and will get the below message. If this happens, the receiving teacher will need to contact Tammy (public schools) or Nancy (private driving schools) to have the student removed from DECS. Once that happens, the receiving school will then be able to enter the student.

This student has already been entered into the system by another instructor

ENTER STUDENT DED PID

License Number *

CONTINUE

IV. Attestation & Printing Certificates

NOTE: In the screen shot above, you will notice that the students in the student list are **RED**. This is because all students in **RED** require action (attestation or changed from an

Incomplete to a pass and then attested to). A list of students will also appear in red on the home screen when action is required. Again, this could mean that the student hasn't

been attested to or that they were entered as incomplete and needs to be changed to a pass and then attested to.

- a) Attestation: When you are finished entering students, you will be required to attest that all of the information you have entered is accurate and you will do so by clicking on the box next to the attestation verbiage (you will not be able to proceed until you do so) AND the box next to each student that you wish to attest to and then click [ATTEST AND PRINT CERTIFICATES].

DRIVER EDUCATION CERTIFICATION SERVICE (DECS)
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VERMONT
Official State Website

YOU ARE ENTERING STUDENTS FOR WINOOSKI SWITCH SCHOOL STUDENT SEARCH BACK LOGOUT

PRINT STUDENT CERTIFICATES

Before you can print student certificates, please attest that the information entered is accurate. Once you check that box and click Print Certificates, a printable certificate for each student who passed will be available.

I attest that this student information is accurate.

ATTEST & PRINT CERTIFICATES

	License Number	First Name	Last Name	Instructor	School	Status
<input checked="" type="checkbox"/>	22222222	Twos	Name	Pregent, Inst	Winooski	PASS

*****NOTE: THIS ACTION WILL SEND STUDENT RECORDS TO THE DMV DATABASE*****

- b) Once you have attested, you are ready to print certificate(s). Each certificate will auto-populate with the student's information.
 1. To print click [PRINT ALL]

Note: Certificates will only populate for students with a "passed" status

CERTIFICATE(S)

PRINT ALL



This certifies that **Fours Name**, DOB **January 1, 1900** has passed a Driver Education and Training Course approved by the Commissioner of Motor Vehicles and the Secretary of Education in accordance with 23 V.S.A. Section 6071.

This approved driver education course consisted of at least 30 hours of classroom instruction, at least 6 hours behind the wheel driving instruction and 6 hours of observation time in a dual control car.

We further certify that the instructor for this course was a certified driver education instructor meeting minimum requirements established by the Vermont Agency of Education and/or the Vermont Department of Motor Vehicles.

School: Winooski
Instructor: Inst Pregent
Date: April 11, 2016

Rebecca Holcombe
Secretary of Education
Vermont Agency of Education

Robert Ide
Commissioner of Motor Vehicles
Vermont Department of Motor Vehicles

¹ § 607. Junior operator's license

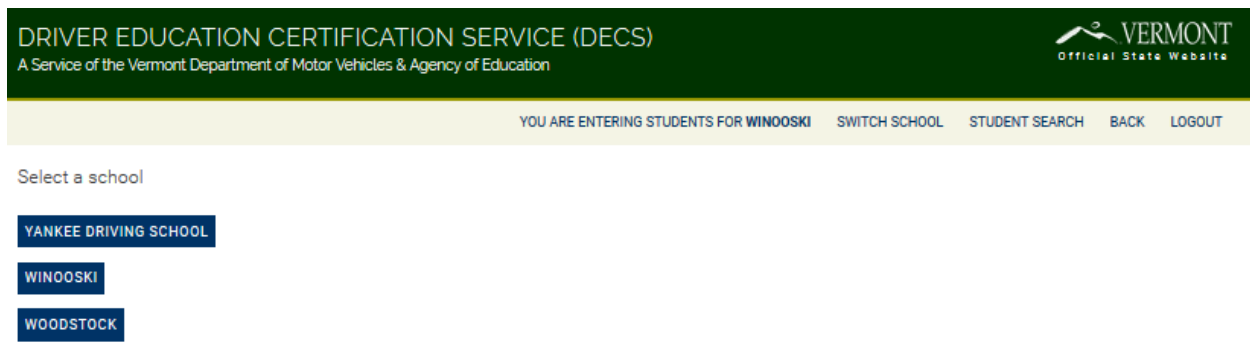
- (a) A junior operator's license may be issued initially only to persons who:
- (1) are 16 and 17 years of age;
 - (2) have passed the driver examination required in subchapter 2 of this chapter and a driver education and training course approved by the commissioner of motor vehicles and the commissioner of education;
 - (3) have:
 - (A) possessed a learner's permit for not less than one year;
 - (B) submitted on a form provided by the department of motor vehicles which is approved by the commissioner, and certified by the operator's licensed parent or guardian, licensed or certified driver education instructor, or licensed person at least 25 years of age that there has been:
 - (i) at least 40 hours of practice behind the wheel, at least 10 of which shall be nighttime driving; and that the operator was accompanied by their licensed parent or guardian, licensed or certified driver education instructor, or licensed person at least 25 years of age, riding beside the operator; and
 - (ii) have maintained a driving record without a learner's permit suspension, revocation or recall for six consecutive months prior to licensure.
- (b) An applicant for a junior operator's license shall not be given a license unless his or her parent, guardian, or a person standing in loco parentis to him or her files a written consent with the commissioner.

PRINT ALL

Instructor Role: Searching for previously entered student records and printing certificates

I. Search for previously entered student(s)

- a) Search: From the main screen, (after you have already selected a school or after you have switched schools) in the top right corner click on [STUDENT SEARCH] or click on [Search for previously entered students] button located under the list of schools you work for.



- b) Student Search function: search for students using different parameters: status, by the date you entered the student's data, by the date you attested to the student, by the students first or last name, and by license number. After you click Search the respective student list will appear below the search window.

Note: When entering a date or date(s), you must enter the date(s) in the exact format shown in the search field.

- c) License Number Search

STUDENT SEARCH

Date Entered	Attested Date	License	Name	Grade	School	Agency	
2016-04-11		22222222	Name, Twos	INCOMPLETE	Winooski	DMV	ATTEST GRADE REMOVE

License Number	<input type="text" value="22222222"/>	Status	<input type="text"/>
Entered Before	<input type="text" value="yyyy-mm-dd"/> <small>Required Format: yyyy-mm-dd</small>	Entered After	<input type="text" value="yyyy-mm-dd"/>
Attested Before	<input type="text" value="yyyy-mm-dd"/> <small>Required Format: yyyy-mm-dd</small>	Attested After	<input type="text" value="yyyy-mm-dd"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
<input type="button" value="SEARCH"/>			

d) Status Search

STUDENT SEARCH

License Number	<input type="text"/>	Status	<input type="text"/>
Entered Before	<input type="text" value="yyyy-mm-dd"/> <small>Required Format: yyyy-mm-dd</small>	Entered After	<input type="text" value="yyyy-mm-dd"/>
Attested Before	<input type="text" value="yyyy-mm-dd"/> <small>Required Format: yyyy-mm-dd</small>	Attested After	<input type="text" value="yyyy-mm-dd"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
<input type="button" value="SEARCH"/>			

Entered Date Search – **NOTE THE DATE FORMAT – THIS IS IMPORTANT IS MUST BE ENTERED AS YYYY-MM-DD.**

STUDENT SEARCH

Date Entered	Attested Date	License	Name	Grade	School	Agency	
2016-04-11		22222222	Name, Twos	INCOMPLETE	Winooski	DMV	ATTEST GRADE REMOVE
2016-04-11	2016-04-11	33333333	Name, Threes	INCOMPLETE	Winooski	DMV	REMOVE
2016-04-11	2016-04-11	44444444	Name, Fours	PASS	Winooski	DMV	PRINT CERT. REMOVE
2016-04-11	2016-04-11	55555555	Name, Fives	FAIL	Winooski	DMV	REMOVE

License Number	<input type="text"/>	Status	<input type="text"/>
Entered Before	<input type="text" value="2016-04-12"/> <small>Required Format: yyyy-mm-dd</small>	Entered After	<input type="text" value="2016-04-10"/>
Attested Before	<input type="text" value="yyyy-mm-dd"/> <small>Required Format: yyyy-mm-dd</small>	Attested After	<input type="text" value="yyyy-mm-dd"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
<input type="button" value="SEARCH"/>			

e) Attested Date Search - **NOTE THE DATE FORMAT – THIS IS IMPORTANT - MUST BE ENTERED AS YYYY-MM-DD.**

STUDENT SEARCH

Date Entered	Attested Date	License	Name	Grade	School	Agency	
2016-04-11		22222222	Name, Twos	INCOMPLETE	Winooski	DMV	ATTEST GRADE REMOVE
2016-04-11	2016-04-11	33333333	Name, Threes	INCOMPLETE	Winooski	DMV	REMOVE
2016-04-11	2016-04-11	44444444	Name, Fours	PASS	Winooski	DMV	PRINT CERT. REMOVE
2016-04-11	2016-04-11	55555555	Name, Fives	FAIL	Winooski	DMV	REMOVE

License Number	<input type="text"/>	Status	<input type="text"/>
Entered Before	<input type="text" value="yyyy-mm-dd"/> <small>Required Format: yyyy-mm-dd</small>	Entered After	<input type="text" value="yyyy-mm-dd"/>
Attested Before	<input type="text" value="2016-04-12"/> <small>Required Format: yyyy-mm-dd</small>	Attested After	<input type="text" value="2016-04-10"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
SEARCH			

f) Student Name Search

STUDENT SEARCH

Date Entered	Attested Date	License	Name	Grade	School	Agency	
2016-04-11	2016-04-11	33333333	Name, Threes	INCOMPLETE	Winooski	DMV	REMOVE

License Number	<input type="text"/>	Status	<input type="text"/>
Entered Before	<input type="text" value="yyyy-mm-dd"/> <small>Required Format: yyyy-mm-dd</small>	Entered After	<input type="text" value="yyyy-mm-dd"/>
Attested Before	<input type="text" value="yyyy-mm-dd"/> <small>Required Format: yyyy-mm-dd</small>	Attested After	<input type="text" value="yyyy-mm-dd"/>
First Name	<input type="text" value="Threes"/>	Last Name	<input type="text" value="Name"/>
SEARCH			

When you get your search results, you may notice that each column header now has a sort function.

STUDENT SEARCH

↕ Date Entered	↕ Attested Date	↕ License	↕ Name	↕ Grade	↕ School	↕ Agency
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By clicking on the column header once, you will sort ascending (in this example I clicked on the column header for 'Name').

Notice how the Column header now only had one arrow and the names in the column are sorted ascending.

DRIVER EDUCATION CERTIFICATION SERVICE (DECS)

A Service of the Vermont Department of Motor Vehicles & Agency of Education

YOU ARE ENTERING STUDENTS FOR **WINOOSKI** SWITCH SCH

STUDENT SEARCH

↕ Date Entered	↕ Attested Date	↕ License	^ Name	↕ Grade	↕ School	↕ Agency	
2016-04-11	2016-04-11	55555555	Name, Fives	FAIL	Winooski	DMV	REMOVE
2016-04-11	2016-04-11	44444444	Name, Fours	PASS	Winooski	DMV	PRINT CERT. REMOVE
2016-04-11	2016-04-11	33333333	Name, Threes	INCOMPLETE	Winooski	DMV	REMOVE
2016-04-11		22222222	Name, Twos	PASS	Winooski	DMV	ATTEST GRADE REMOVE

You can click the column 'Name' header (Date Entered, Attested Date, License, Name, Grade, School, Agency) again and the names will be sorted descending.

DRIVER EDUCATION CERTIFICATION SERVICE (DECS)

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YOU ARE ENTERING STUDENTS FOR **WINOOSKI** SWITCH SCH

STUDENT SEARCH

↕ Date Entered	↕ Attested Date	↕ License	▼ Name	↕ Grade	↕ School	↕ Agency	
2016-04-11		22222222	Name, Twos	PASS	Winooski	DMV	ATTEST GRADE REMOVE
2016-04-11	2016-04-11	33333333	Name, Threes	INCOMPLETE	Winooski	DMV	REMOVE
2016-04-11	2016-04-11	44444444	Name, Fours	PASS	Winooski	DMV	PRINT CERT. REMOVE
2016-04-11	2016-04-11	55555555	Name, Fives	FAIL	Winooski	DMV	REMOVE

See how the names are now displayed in descending order. You can do this type of sorting with each of the column headers.

II. Print and other Features

- a) Remove a student: If you want to remove a student record click [REMOVE]. This feature will only work on a student until the students data is loaded to DMV. If you need a student removed after it has been loaded to DMV you must contact your administrator, Tammy for public school teachers and Nancy for private driving schools.

- b) Edit a completion status: If you want to edit a completion status for a student you can do so by selecting the updated completion status. *In this example the student has a completion status of [INCOMPLETE].

DRIVER EDUCATION CERTIFICATION SERVICE (DECS)

A Service of the Vermont Department of Motor Vehicles & Agency of Education

YOU ARE ENTERING STUDENTS FOR WINOOSKI SWI

TWOS NAME

Date of Birth: 1900-01-01
School: Winooski
Instructor: Inst Pregent

PASS FAIL **INCOMPLETE** DROPPED OUT

Reason: Has not yet met course requirements

ENTER ANOTHER STUDENT FINALIZE AND PRINT CERTIFICATES

- c) If you want to update that status you can do so by simply clicking on the new status, the new status will appear highlighted, and you will receive the notification that the status has been recorded.

DRIVER EDUCATION CERTIFICATION SERVICE (DECS)

A Service of the Vermont Department of Motor Vehicles & Agency of Education

YOU ARE ENTERING STUDENTS FOR WINOOSKI

Grade has been recorded. You may Enter Another Student, or Finalize and Print Certificates, if available.

TWOS NAME

Date of Birth: 1900-01-01
School: Winooski
Instructor: Inst Pregent

PASS FAIL INCOMPLETE DROPPED OUT

ENTER ANOTHER STUDENT FINALIZE AND PRINT CERTIFICATES

- d) After editing, you can print. To print the certificate for the first time you can simply click on the [FINALIZE AND PRINT CERTIFICATES] link.

- e) Remember, you will need to check the box next to “I attest that this student information is accurate. You must also check the box next to the student’s name. Then just click [ATTEST & PRINT CERTIFICATES] and you’re done.

- f) If you want to print the certificate of a previously entered student then simply go to ‘STUDENT SEARCH’ in the upper right hand corner of the screen. When on the search page, search for the student using their status, license number, or name and when you find the student you are looking for, click on [ATTEST GRADE].

DRIVER EDUCATION CERTIFICATION SERVICE (DECS)
 A Service of the Vermont Department of Motor Vehicles & Agency of Education

YOU ARE ENTERING STUDENTS FOR **WINOOSKI** SWITCH SCHOOL

STUDENT SEARCH

↕ Date Entered	↕ Attested Date	↕ License	↕ Name	↕ Grade	↕ School	↕ Agency	
2016-04-11		22222222	Name, Twos	PASS	Winooski	DMV	<div style="background-color: #004a00; color: white; padding: 2px; display: inline-block; margin-bottom: 2px;">ATTEST GRADE</div> <div style="background-color: #004a00; color: white; padding: 2px; display: inline-block;">REMOVE</div>

License Number	22222222	Status	
Entered Before	yyyy-mm-dd <small>Required Format: yyyy-mm-dd</small>	Entered After	yyyy-mm-dd
Attested Before	yyyy-mm-dd <small>Required Format: yyyy-mm-dd</small>	Attested After	yyyy-mm-dd
First Name		Last Name	

SEARCH

- g) You will need to check the box next to the attest verbiage again and check the box next to the license number again and then click [ATTEST & PRINT CERTIFICATES].

Frequently Asked Questions

- Q. I have changed my password and I still cannot log in, what am I doing wrong?
- A. Chances are you are entering an incorrect username. Remember, your user name is firstinitial.lastname. So, if your name were John Doe, your user name would be j.doe
- Q. I requested a student's name or DOB be corrected in DECS. I received notification that the student's information has been corrected, but when I go into DECS, the incorrect information is still there, why?
- A. You may have graded the student in DECS before the student's information was corrected with DMV. If you enter a grade for a student before it has been corrected, the corrections will not automatically update. Contact Tammy (public schools) or Nancy (private driving schools) to have the student deleted so that you can then re-enter the student with the correct information.
- Q. How do I print a roster of my students?
- A. After you have completed your search and have the list of students you want to print displayed, simply go to the file tab of your web browser and select print.
- Q. Can I enter my entire roster of students at the beginning of the semester?
- A. Yes. You can enter each of your students at the beginning of the semester. If you choose to do this, you must grade each of those students as Incomplete and attest to that grade. At the end of the semester, or when the student passes or fails, you can go back into DECS and select the student you wish to complete, change the grade and attest and print the certificate.