MISSISSIPPI DEPARTMENT OF EDUCATION

Office of Accountability
Paula A. Vanderford, Ph.D.
Chief Accountability Officer

Office of Safe & Orderly Schools
Brian McGairty, Director

To: School District Superintendent

From: Brian McGairty, Bureau Director BM
Office of Safe and Orderly Schools

Jonathan Tillman, Pupil Transportation Administrator JT
Office of Safe and Orderly Schools-Division of Pupil Transportation

Date: June 1, 2026

Subject: Reimbursement for Teaching Driver Education
Regular School Session 2025-2026

Enclosed are forms DE-2 (School-Dealer Vehicle Agreement), DE-3 (Requisition for Reimbursement for Driver Education Program), DE-3A (Summary of Students completing Driver Education), and DE-4 (Driver Education Yearly Cost Report). Please complete these forms in order to expedite the process so that the Division of Pupil Transportation may comply with Mississippi Department of Education (MDE) budget requirements. If the district has multiple high schools, please submit the forms for all high schools together. **Forms shall be submitted within ten (10) days of the last day of school for the 2026-2027 school year.**

You must have an approved DE-1 application, an approval letter on file from the Division of Pupil Transportation for the 2025-2026 regular school session, and meet the qualifications set forth by the Mississippi Driver Education Framework to qualify for reimbursement. Late submission of the DE-1 application along with the other forms that are requested to obtain reimbursement for the 2025-2026 regular session **will not** be processed.

All forms must be completed, signed, and dated by all requested parties after the completion of the course. Only one (1) copy of each form should be returned to the Division of Pupil Transportation. All driver education training program forms can also be obtained online by copying or clicking https://www.mdek12.org/OSOS/DEP.

Please scan and email all completed documents or to request Driver Education Certificates to Jonathan J. Tillman, Sr., Pupil Transportation Administrator, Division of Pupil Transportation at jtillman@mdek12.org.

Central High School Building
359 North West Street
P.O. Box 771
Jackson, MS 39205-0771

Phone (601) 359-1028
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Administrators and teachers are advised to maintain the necessary documentation regarding time spent by each student in the various phases of the Driver Education program, as this information may be requested at anytime.

Attachments

c: Dr. Paula A. Vanderford, Chief Accountability Officer, Office of Accountability

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