

Request for Driver's Permit Letter

Last Name: _____

First Name: _____ Middle Name: _____

Date of Birth: _____ Grade: _____ Date of Request: _____

By completing the information above you are requesting a letter from Bishop McGuinness Catholic High School stating that you are enrolled as a full time student and that you have a reading proficiency of 8th grade or above. This information must be presented at the State of Oklahoma Department of Transportation to acquire your drivers permit.

Reading proficiency is measured by a score of 8.0 or higher on your STS placement test taken prior to enrolling at McGuinness, or equivalent testing. If your score is lower than 8.0, you must retake the reading portion of the STS placement test to increase your score. This can be done by contacting Ms. Hanson, Freshman Counselor and Admissions Coordinator.

Please allow 48 hours for completion of your request during the school year. Once completed, you may pick up your letter in Mrs. Lewis' office. During the summer, Mrs. Lewis is available on Tuesday and Wednesday only, so requests can take longer.

PLEASE NOTE: Your name and birth date on the letter must match EXACTLY your name and birth date on your birth certificate. Please check your completed letter carefully before leaving the school to make sure it is correct.

To be completed by Office Staff:

Reading Score: _____ Retest Score (if applicable): _____

Date Completed: _____ By: _____