

September 16, 1998

**MEMORANDUM**

**TO:** Basic Skills Directors

**FROM:** Randy Whitfield

**SUBJECT:** Dropout Prevention/Drivers License Law

The North Carolina Dropout Prevention/Drivers License Law becomes effective **August 1, 1998**. For community colleges to comply with the law, it is **critical** that every Basic Skills Director attend a Dropout Prevention/Drivers License training session at the System Office in the Caswell Building in Raleigh. See attached registration form for dates, times, and locations.

The training sessions include an explanation of the law, proposed policies and guidelines, and training on using the Division of Transportation data system to suspend driving privileges for minors who do not make progress in Basic Skills Programs. Each college may have several people who will suspend licenses, but **only the Basic Skills Director and one other staff member may attend this session due to space constraints**. It will be the responsibility of those two people to train others at each college.

Training slots are limited per session; therefore, you will need to select your top three preferences. We will allot spaces on a first-come, first-serve basis. Individuals who will be suspending licenses electronically will need to be issued a RACF USERID prior to training. Please copy the forms if necessary and fill out one per each person to receive a RACF USERID. You may send these forms to Kathy Blake or bring them when you come for training.

We apologize for the short notice, but System Office staff were just recently notified that we would receive training on July 8, 1998.

**You will need to register no later than Monday, July 13, 1998.** Please call in to register or fax your registration form. The Basic Skills fax number is (919) 715-5796. My telephone number is (919) 733-7051, ext. 721.

Enclosures: 2  
cc: Presidents

CC-98-200