University of New Mexico

Transportation Safety Center

Dear Parent or Legal Guardian:

Please fill out this DRIVER EDUCATION STUDENT TRANSFER REQUEST to the best of your abilities with as much specific information as possible. Please be aware of the following:

* Student Transfers are facilitated as a courtesy for members of the public but are not the primary function of this office. We will provide the necessary attention as soon as possible.
* This office cannot mediate any legal or financial matter between a parent/legal guardian and a driver education school.
* This office cannot mediate any matter between parent/legal guardian and the New Mexico Motor Vehicle Department (MVD) or any associated agency.
* Once the DRIVER EDUCATION STUDENT TRANSFER REQUEST form is received, and at the earliest opportunity, this office will request a copy of the student’s driver education documents from the driver education school. Ten (10) business days are typically allowed for driver education schools to forward these documents to this office.
* Upon receipt, this office will send copies to the designated school of transfer and copy the parent/legal guardian on the correspondence.
* Formal complaints against a driver education school must be addressed separately and directly with the UNM Transportation Safety Center. To file a complaint, please contact LeeAnn Caldwell via email at [lcaldwell1@unm.edu](mailto:lcaldwell1@unm.edu).

**Driver Education Student Transfer Request**

Student Name

Student Date of Birth:

School Previously Attended:

School Requesting Transfer to:

Approximate Dates Attended

Additional Comments

Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:

Print Name:

Phone Number:

Email Address: