

To: High School Principals

From: From: Jennifer Bayliss, Student Records Supervisor

Re: DMV (Department of Motor Vehicles) - Certificate of Attendance Form (HS Level Only)


DMV Forms can be completed at the student's current enrolled high school. Student Records will continue to post the DMV form as a document type that may be requested through ScribOrder. It is the decision of each high school if they would like to process their students DMV forms or have them request the form through ScribOrder.

If your school will be requiring students to request the DMV form through ScribOrder, please refer them to <https://washoeschoolsnv.scriborder.com/>. They can also access the link by going to the WCSD homepage, hover over schools tab, and click on Student Records. Students and Parents can also access the request page under the Student and Parents tab, then click on Student Records.

They will see the following application to request the DMV – Certificate of Attendance form:



[CLICK HERE](#) if you are a CURRENT student and would like to order your student record or transcript



**Select The Information Type(s) Requested:**

- ☐ DMV - Certification of Attendance (Electronic Delivery Only) ( \$0.00 ea. + \$0.00 copy )
- ☐ Official HS Transcript (Emailed) ( \$10.00 ea. + \$10.00 copy )
- ☐ Official HS Transcript (US Mail) ( \$10.00 ea. + \$10.00 copy )
- ☐ Official MS Transcript (Emailed) ( \$10.00 ea. + \$10.00 copy )
- ☐ Official MS Transcript (US Mail) ( \$10.00 ea. + \$10.00 copy )
- ☐ Official ES Transcript (Emailed) ( \$10.00 ea. + \$10.00 copy )
- ☐ Official ES Transcript (US Mail) ( \$10.00 ea. + \$10.00 copy )
- ☐ Immunizations Only ( \$10.00 ea. + \$10.00 copy )
- ☐ Enrollment History ( \$8.00 ea. + \$8.00 copy )
- ☐ Behavior ( \$8.00 ea. + \$8.00 copy )
- ☐ Assessments ( \$8.00 ea. + \$8.00 copy )
- ☐ Attendance ( \$8.00 ea. + \$8.00 copy )
- ☐ Grade ( \$8.00 ea. + \$8.00 copy )
- ☐ Most Current IEP, Eligibility & Psych Report ( \$10.00 ea. + \$10.00 copy )
- ☐ All Special Education Records ( \$20.00 ea. + \$20.00 copy )
- ☐ Gifted and Talented Records ( \$10.00 ea. + \$10.00 copy )
- ☐ Health Records ( \$20.00 ea. + \$20.00 copy )
- ☐ Document Type 504 ( \$20.00 ea. + \$20.00 copy )
- ☐ Other - Please provide explanation in the Special Instructions box above ( \$8.00 ea. + \$8.00 copy )

Parents or students who need assistance filling out a ScribOrder may reach our office at (775) 861-4428, M-F 7:00 a.m. – 3:00 p.m.

Thank you,  
Jennifer Bayliss