

# Online Classroom & Behind-the-Wheel Driving

## Enrollment Options

### 1. Portside Online Class:

Students can complete the classroom portion of Driver's Education online. This option is ideal for those who prefer online learning over the traditional 3-week classroom setting offered during the summer. Completing the course online allows students to obtain their instruction permit at age 15.

### 2. Bay Port Summer School Class:

Driver's Education is also available through Bay Port summer school. Information about this option is released in January, with registration starting in February. To be eligible for the driving portion at Bay Port, students must turn 16 on or before December 31 of that year. Students enrolled in Bay Port Driver's Ed cannot get their instruction permit until they turn 15 ½.

### 3. Portside Behind-the-Wheel Only:

Regardless of where the student takes the classroom portion of Drivers Ed, students can take the driving portion at Portside.

### ➔ New

- Students can now begin the online Driver's Education course at age 14 and obtain their Instruction Permit at age 15.
- Information about the Wisconsin State Grant Program for income-eligible families is available on our website.

### ➔ Get in Touch

Have questions? We'd be happy to help!

Owned and operated by Bay Port Drivers Education Instructors Mike Simoens, Gary Simoens & Harvey Knutson

☎ 920-366-5010

🌐 [www.PortSideDrivingSchool.com](http://www.PortSideDrivingSchool.com)

✉ [msimoens10@gmail.com](mailto:msimoens10@gmail.com)

# Steps to Enroll

## 1. Review and complete the Portside Driving School contract

## 2. Submit the Signed Contract Using One of the Following Options:

- **Mail:** Download, print and mail the attached signed contract to 2336 Hidden Winds Lane Green Bay, WI 54303
- **Email:** Download and email the signed contract to: [msimoens10@gmail.com](mailto:msimoens10@gmail.com)
- **Text:** Download and send a picture of the signed contract to: 920-366-5010

## 3. Payment Options:

- **Mail Check to:** Portside Driving School, 2336 Hidden Winds Lane Green Bay, WI 54303
- **Venmo:** Send payment to @Mike-Simoens (Note: Do not select 'Purchase Protection' as you will incur a 2.4% convenience fee)
- **Credit Card:** Pay through our website (Please note: All credit card transactions include a 3% convenience fee)

## 4. After Receiving Your Signed Contract and Payment: We will send you:

- Information on how to start the online courses (if taking the online course)
- A signed instruction permit application form

Note: Students must be enrolled in a driving program to take the instruction permit test.

## 5. Student Preparation:

- Study the Wisconsin Motorist Handbook.
- Complete practice tests available on our website.

## 6. Taking the Instruction Permit Test: When the student turns 15, visit the Department of Motor Vehicles (DMV) to take the test. No appointment is needed. Be sure to bring:

- A parent or guardian
- The application form provided by us
- A birth certificate (Hospital or baptismal certificates are not accepted)
- A Social Security card
- The current fee for a temporary license (\$35)

## 7. After Passing the Instruction Permit Test: The student may begin driving with a parent or guardian.

**8. Online Scheduling Profile:** Once registered, you'll receive an email with instructions on how to set up an online profile for lesson scheduling. Once you receive your instruction permit, set up your online profile to start scheduling lessons. Lessons are available after school, evenings, weekends, and weekdays when there is no school. Lessons are also available during Pirate Time.

**9. Scheduling Behind-the-Wheel Lessons:** Students are encouraged to take their first driving lesson within 60 days after receiving their instruction permit. There is a maximum of one lesson per 25 days, so **please plan accordingly**. We are typically booked out 3-4 weeks in advance for lessons.



Contract # \_\_\_\_\_

# Portside Driving School

2336 Hidden Winds Lane Green Bay, WI 54303, (920) 366- 5010

\_\_\_\_\_  
Student Full Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Student Cell Number

\_\_\_\_\_  
Students Email Address

\_\_\_\_\_  
Parent Cell Number

\_\_\_\_\_  
Parent Email Address

\_\_\_\_\_  
High School Attending/Will Attend

\_\_\_\_\_  
Student Graduation Year

Pick Up/Drop Off Preference:

- Bay Port High School
- Green Bay Southwest High School
- Notre Dame High School
- Green Bay West High School

I hereby make application to Portside Driving School for the following course of instruction:

- Online Classroom Instruction - 30 Hours online instruction **Fee : \$100.00**
- Behind-the-wheel Instruction - 6 hours of behind-the-wheel driving instruction  
6 hours of driving observation **Fee : \$295.00**
- Online Classroom and Behind-the-wheel Instruction - **Fee : \$385.00**

This constitutes the entire agreement between the school and the student. No verbal statement of promises will be recognized.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Portside School Official Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

Portside Driving School  
2336 Hidden Winds Lane  
Green Bay, WI 54303



Important Information for Drivers Education Students