

TRAFFIC SAFETY SCHOOL INSTRUCTIONS

Complete this side only if you chose box B.

Fees and registration form must be received and processed by McLean County prior to attending class.

Classes are offered on Wednesdays and Fridays from 6-10PM or on Saturdays from 8AM-12PM or 1-5PM. Classes are held in McLean County at Heartland Community College, Normal, Illinois.

OUT-OF-COUNTY/OUT-OF-STATE DEFENDANTS - To attend class in another state or county, choose box "B". You must still pay all fees listed next to box "B" to the CLERK OF THE CIRCUIT COURT OF MCLEAN COUNTY. Complete the Registration Form below. Make sure to mark Yes in the box under Option 2.

If you choose to attend traffic safety school in another location, you are responsible for locating and completing the course. You must also pay the additional registration fees at the defensive driving school where you choose to take the course. **NOTE: Online classes do NOT meet McLean County requirements.**

TO REGISTER - Complete the Registration Form below. This form must be received by the CLERK OF THE CIRCUIT COURT before the date on your citation (ticket) with your \$214 (non-refundable) payment. Make your personal check or money order payable to the CLERK OF THE CIRCUIT COURT. Do not send cash. Mail this envelope before the date on your citation (ticket). Please allow 5 business days for mail delivery.

TRAFFIC SAFETY SCHOOL - Your class assignment form will be mailed to you from Heartland Community College. You should receive your class assignment in 2-4 weeks from payment date. Your request for class day and time will be honored, if possible. If you cannot attend your assigned class, immediately call Traffic Safety School and reschedule. To reschedule at no fee, call no later than the reschedule deadline date printed on your class assignment form. After that date the rescheduling fee is \$25. If you miss your class, you must reschedule a new class and pay \$25. If you have questions about Traffic Safety School contact their office at (309) 268-8159 between 8:00AM and 4:00PM, Monday-Friday.

Traffic Safety School will report to the court when you complete class. No driving conviction will be reported to the Secretary of State.

COURSE COMPLETION GUIDELINES - The McLean County Circuit Court REQUIRES that you complete your traffic safety school class at least 30 days before your supervision termination date. If you take the class outside of McLean County, you must mail your ORIGINAL certificate of completion to the Traffic Safety School. The certificate must be received in the Traffic Safety School Office at least 30 business days before your supervision termination date. Failure to comply will result in a conviction being placed on your record.

FOR QUESTIONS REGARDING CITATIONS, CONTACT THE MCLEAN COUNTY CIRCUIT CLERK'S OFFICE AT (309) 888-5310

PLEASE READ AND FILL OUT BELOW*

REGISTRATION FORM FOR TRAFFIC SAFETY SCHOOL McLean County

PUT AN X IN THE BOX OF YOUR CHOICE FOR QUESTIONS BELOW

When do you want to go to class?

1. Wednesday (6-10 pm)
- Friday (6-10 pm)
- Saturday (8 am-12 pm)
- Saturday (1-5 pm)

2. **I want to attend Traffic Safety School outside of McLean County**

Yes

NOTE: It is the student's responsibility to schedule and locate a class out of the area. You must also pay the additional registration fees at the defensive driving school where you choose to take the course.

Online classes do NOT meet McLean County requirements.

	FOR HCC USE ONLY	Empl ID	Course Code	Date Entered
CITATION NUMBER				DATE OF CITATION
				Month Day Year
LAST NAME				
FIRST NAME				Middle Initial Sex
				M F
CURRENT MAILING ADDRESS	Number	Street		
APARTMENT NO.		CITY	STATE	ZIP CODE
DATE OF BIRTH (MM/DD/YYYY)		DRIVERS LICENSE NUMBER		STATE
	HOME PHONE	Area Code	WORK/ OTHER PHONE	Area Code
FOR OFFICIAL USE ONLY	Case Number	Date of Citation	Supervision Commencement Date	
	Out-of-State DL	Drivers License Number	Supervision Termination Date	

1. Are you Hispanic or Latino?
 - Yes Hispanic or Latino
 - Not Hispanic or Latino
2. Are you from one or more of the following racial groups?
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White
3. Please identify your primary racial/ethnic group from the choices listed above: _____

4. Are you in the United States on a Visa – Nonresident Alien?
 - Yes in the United States on a Visa.
If yes, please provide home country of origin.

 - Not in the United States on a Visa.

5. Please check highest degree earned.
 - Doctoral Degree
 - Some college
 - Master's Degree
 - High School Diploma
 - Bachelor's Degree
 - GED
 - Associate Degree
 - None
 - Certificate
 - Other

*Information required by Heartland Community College to fulfill state reporting requirements.

