

THE OSAGE NATION 	Osage Nation Policies and Procedures	
	Document #: ON-RM-100	Title: Drivers Education Program Record's Management Policy and Procedure
	Revision #: 1.0	Last Revised: 7/30/2026

Osage Nation Education Department Drivers Education Program Record's Management Policy and Procedure Policy and Procedures

Document Version #: 1.0

Date of Issue: 7/30/2026

Policy Owner: Osage Nation
Education Department

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Osage Nation Education Department
Drivers Education Program (DEP)
Record's Management Policies and Procedures
Effective date: 7/30/2026

POLICY

PURPOSE

The purpose of this policy is to utilize the Plan of Operation authorized by the Osage Nation Education Department to ensure consistent, compliant, and efficient record creation, storage, classification, retention, and disposal across Osage Nation Education Department operations and supporting IT systems; and to protect integrity, and confidentiality.

SCOPE

This policy applies to all employees, contractors, staff, and constituents of the Osage Nation Education Department, under the supervision and direction of the department's Director, and covers all physical records, digital files, emails, system logs, and all data retained or processed within IT-managed systems.

ROLES & RESPONSIBILITIES

- **Director:** approves payments and policy and procedures
- **Academic Advisor:** receives and processes application and maintains all communication with vendors and families.

CLASSIFICATION OF RECORDS

Records must be classified as one of the following:

- **Administrative:** These support the general management and internal operations of the Nation.
- **Financial:** These directly relate to budgeting, expenditures, and financial planning.
- **Legal/Regulatory:** These relate to compliance, contracts, or records that could be involved in legal review.
- **Personnel:** These relate to individual employee records and HR processes. (Note: Some records overlap with Legal/Regulatory due to dual-use, e.g., for investigations)
- **Operational:** These supports day-to-day Academic Advisor operations and services. (Note: Records in this group may also fit under Administration classification if used for policy enforcement and planning.)

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PROCEDURE

The Osage Nation has always prioritized support for Osage students in their educational endeavors. The Driver Education Program (DEP) is an addition to the resources provided by the Osage Nation Education Department (ONED). The DEP desires to offer drivers education and training to eligible Osage students, equipping them with the necessary skills to obtain an Oklahoma driver's license.

ELIGIBILITY

The DEP is open to all legally enrolled members of the Osage Nation who are fifteen (15) years of age or older, and do not currently possess a valid driver's license. To qualify for the program, the Osage student ("Student") must be enrolled in a public, homeschool, private, or charter school. The Nation understands not all skills are obtained through formal secondary education and therefore, an exception to the policy will be at the discretion of the ONED Director, on a case-by-case basis. For those students meeting eligibility requirements, acceptance to DEP is on a first-come-first-served basis and will depend on the availability of funding and the vendor's enrollment capacity.

SERVICE AREA

The Osage Nation Education Department, Drivers Education Program (DEP) service area is open to all legally enrolled members of the Osage Nation.

APPLICATION

Applications will be considered complete when all required and requested documentation has been provided. Incomplete applications will be disposed of after thirty (30) calendar days. Required documentation includes, but is not limited to, the following:

1. Completed DEP application;
2. Copy of Osage Membership card;
3. An invoice or cost statement from Driver's School;
4. Verification of registration for driving school/services;
5. W-9 form (vendor); and
6. Verification of Enrollment from High School on school letterhead; OR
If the Student is homeschooled, a copy of a receipt of a purchased age and grade-level appropriate homeschool-based curriculum in order to verify the curriculum to be used for the Student.

APPLICATION PROCESS

Applications must be received no later than thirty (30) days prior to the beginning of classes.

1. Completed applications with all supporting documentation shall be processed within fifteen (15) business days upon receipt of the application.
2. Once approved, the Parent/Guardian will receive an email with the payment information and amount approved for driving school services.

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- Notification of application denial will be sent via email to the email address listed on the application and explain the reasons why the application was denied, along with the appeal process for submitting an appeal.

PAYMENT

An award letter and check for each student will be mailed and made payable to only the vendor.

ATTENDANCE

It is the responsibility of the student and parent/guardian to ensure the student attends classroom instruction and behind-the-wheel instruction with the driving school vendor.

DATA PRIVACY

The information contained within each application and any supporting documentation attached is a protected record under the Osage Nation Open Records Act. The Osage Nation will not disclose any record containing protected information without the written consent of the applicant's parent/guardian unless the information is being used to perform the duties of an Osage Nation employee. The applicant's information may be released to other Osage Nation Departments/Scholarships with which the applicant is receiving or requesting services and to the Office of the Osage Nation Attorney General for an investigation to detect or eliminate fraud. The DEP application will include a privacy waiver statement. If the waiver is not signed by the parent or legal guardian, the data will not be discussed with other relatives or external organizations.

FUNDING LIMITATIONS

Payment for the driver education, training, and examinations provided by the driving school vendor shall not exceed Five Hundred Dollars (\$500). The DEP amount may change from one academic year to the next due to budget limitations.

The DEP will not reimburse payments that have already been paid to the driver's education vendor.

APPEALS PROCESS

If an applicant believes his/her application has been denied in error, the applicant must submit a written appeal within ten (10) business days of the notification of denial to the ONED stating the reason for the appeal. Within (5) five business days after receiving an appeal, ONED will submit a report to the Director. Within ten (10) business days of the report, the Director shall inform the applicant and the ONED in writing of the decision. The decision of the Director shall be deemed a Final Decision.

CONTACT INFORMATION:

Email: education@osagenation-nsn.gov

Phone: 918-287-5300

Physical Address:

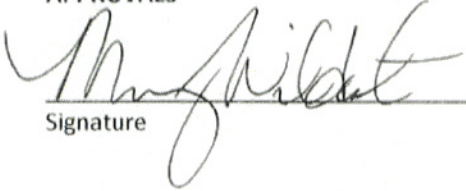
Osage Nation Education Department

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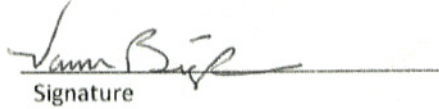
Signature Page

APPROVALS


 Signature

Director

7/30/26
 Date


 Signature

Secretary

7/30/26
 Date