



Georgia Department of Driver Services

2206 East View Parkway • Conyers, Georgia 30013

Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: Alcohol and Drug Awareness Program (ADAP) School Administrators

FR: Kecia Bivins, Division Director of Regulatory Compliance

DA: May 15, 2014

RE: End of 2013-2014 Academic Year Information

Thank you for another great year. Please review the **ADAP Manual Revisions and Shipments** memo which can be found on the ADAP log-in screen. It contains important information regarding the new ADAP manual and how you will receive future shipments.

As we near the end of the 2013-2014 academic school year, please follow the instructions below:

- Ensure all of the students that took ADAP this 2013-2014 school year have been entered into the ADAP system. This includes those who **PASSED** and those who **FAILED**. Also, ensure the students have received their ADAP certificates.
- Beginning in August, you may email or fax applications for new teachers to be added to the ADAP online reporting site. Please remember to notify us of any ADAP Administrators/Instructors who should no longer have access to the ADAP system so that they can be removed.

Thank you for your assistance in administering ADAP to Georgia's teens. We look forward to working with you in the 2014-2015 academic year. The Regulatory Compliance Division's staff is able to assist you and answer any questions you may have regarding this year end procedure. We may be reached by phone at 678-413-8745 or by email at reginfo@dds.ga.gov or ADAP@dds.ga.gov.