

**MONTGOMERY INDEPENDENT SCHOOL DISTRICT**  
**Private/Commercially Sponsored Physical Activity Program**  
**Attendance/Grade Documentation Form**  
**For School Year 2019-2020**

Student Name \_\_\_\_\_ Grade Level \_\_\_\_\_ Student ID \_\_\_\_\_  
 Activity \_\_\_\_\_ Category 1 or 2 \_\_\_\_\_  
 Facility Name \_\_\_\_\_ Email \_\_\_\_\_  
 Facility Phone # \_\_\_\_\_ Facility Fax # \_\_\_\_\_  
 Instructor Name \_\_\_\_\_ Instructor Phone # *(if different)* \_\_\_\_\_

**This form is the only acceptable form for attendance/grade documentation.** Date of instruction and total time must be listed singly. This completed form must be e-mailed or faxed, to the appointed person, **no later than the due date for each six weeks grading period.** Please submit form the Scott See for Montgomery Junior High School, [scott.sec@misd.org](mailto:scott.sec@misd.org) / 936-276-3301, Gifford Whitehead for Oak Hills Junior High, [gifford.whitehead@misd.org](mailto:gifford.whitehead@misd.org) / 936-276-4301, for Lake Creek High School, [jo.hawk@misd.org](mailto:jo.hawk@misd.org) / 936-276-4001 , or Heather Broussard for Montgomery High School, [heather.broussard@misd.org](mailto:heather.broussard@misd.org) /936-276-3001. *(Students/Parents will **not** be allowed to turn in this form)*

**I understand that if I do not meet grade submission requirements and deadlines, this facility will lose eligibility as a site for off-campus PE for Montgomery ISD.**

Date of Instruction	Total Time (exact hours)

Date of Instruction	Total Time (exact hours)

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 Number of Sessions      Total Time (Hours)      Numerical Grade

For Grading Period:  
 ( 1 2 3 4 5 6 ) beginning \_\_\_\_\_ ending \_\_\_\_\_  
Circle one above                                      Date                                      Date

Signature of Instructor \_\_\_\_\_

*September 27, 2019*  
*November 1, 2019*  
*December 19, 2019*  
*February 14, 2020*  
*April 3, 2020*  
*May 22, 2020*