

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.see@misd.org / 936-276-3301, Gifford Whitehead for Oak Hills Junior High, gifford.whitehead@misd.org / 936-276-4301, for Lake Creek High School, jo.hawk@misd.org / 936-276-4001 , or Heather Broussard for Montgomery High School, 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 _____
 Date Date

Circle one above Date

Signature of Instructor _____

September 20, 2019
November 1, 2019
December 19, 2019
February 13, 2020
April 3, 2020
May 21, 2020