MONTGOMERY INDEPENDENT SCHOOL DISTRICT
Private/Commercially Sponsored Physical Activity Program
Attendance/Grade Documentation Form
For School Year 2018-2019

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 _____

Circle one above *Date* *Date*

Signature of Instructor _____

September 28, 2018
November 2, 2018
December 20, 2018
February 15, 2019
April 5, 2019
May 24, 2019

Revised January 2018