

**MONTGOMERY INDEPENDENT SCHOOL DISTRICT  
Private/Commercially Sponsored Physical Activity Program  
Attendance/Grade Documentation Form  
For School Year 2020-2021**

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](mailto:scott.see@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 18, 2020  
 October 30, 2020  
 December 17, 2020  
 February 11 2021  
 April 1, 2021  
 May 20, 2021*