

External PE Facility/Vendor Approval Instructions

We are no longer accepting facility applications for the 2017-18 school year!

Applications for the **2018-19 school year** may be submitted for approval to the LISD External PE Program until **June 1, 2018.**

Any applications received after the deadline will not be considered until the following school year.

Documents to be submitted from the facility should be on company letterhead and include the following:

1. Name, address, email, website address and phone number of the training facility (Address of facility may not change at any time during the school year.)
2. Name, address, email and phone number of the instructor/coach
3. Purpose of the program
4. A description of the program and levels of competition available/taught

SUBMIT DOCUMENTS to:

Special Services Admin Building (SSAB)
Attn: Debra McDonald, External PE Monitor
400 W. Main Street
Lewisville, TX 75057

Once programs are approved, an email will be sent to facility with further instructions and program video link.

An updated list will be posted on the LISD website after the June 1st deadline each year.

All instructors of LISD External PE must completely fill out their portion of pages 4 & 5 of the Student Application and complete a criminal background check. Go to www.lisd.net under Resources, For Parents, and click on Volunteer Background Check.

Please note it takes 2-3 weeks to process the required LISD background check for instructors.

Refer any questions or concerns to mcdonalddd@lisd.net