

## **External PE Facility/Vendor Approval Instructions**

**We are no longer accepting facility applications for the 2018-19 school year!**

Applications for the **2019-20 school year** may be submitted for approval to the LISD External PE Program until **June 1st, 2019.**

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
5. A list of Texas Essential Knowledge & Skills (TEKS) addressed during activity instruction

***SUBMIT DOCUMENTS to:***

Lewisville ISD Administration Welcome Center  
Attn: Debra McDonald, External PE Monitor  
1565 C West Main Street  
Lewisville, TX 75067

**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 5 & 6 of the Student Application and complete a criminal background check. Go to <https://docunavweb.lisd.net/Forms/BackgroundCheck> to complete the LISD 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](mailto:mcdonalddd@lisd.net)