



Facility Activity Verification for LISD External Physical Education

Student Name: _____ ID#: _____
 Campus: _____ Grade Level: _____
 Facility: _____ Instructor: _____

CHOOSE --- LEVEL I TENTATIVE SCHEDULE to be completed by the Facility Instructor

The student must participate a minimum of **FIVE DAYS** of activity, **FOUR** of which equal **80%** of the hours and needs to be during the school week (Mon-Fri). The additional day may fall on the weekend. Instructor at an approved facility must provide direct supervision of 15 hours or more for Level I students each week.

| | <u>Beginning Time</u> | <u>Ending Time</u> | <u>Total Hours</u> | <u>Activity</u> |
|-----------|-----------------------|--------------------|--------------------|-----------------|
| MONDAY | _____ | _____ | _____ | _____ |
| TUESDAY | _____ | _____ | _____ | _____ |
| WEDNESDAY | _____ | _____ | _____ | _____ |
| THURSDAY | _____ | _____ | _____ | _____ |
| FRIDAY | _____ | _____ | _____ | _____ |
| SATURDAY | _____ | _____ | _____ | _____ |
| SUNDAY | _____ | _____ | _____ | _____ |

Your signature verifies that you are a certified professional instructor and the schedule for the listed student is correct.

INSTRUCTOR'S SIGNATURE _____ DATE _____

(Upon completion, this form should be scanned to expe@lisd.net or delivered to 1565 C W. Main St. Lewisville, TX 75067. Your online application process will not be finalized until this form has been approved.)

OR --- LEVEL II TENTATIVE SCHEDULE to be completed by the Facility Instructor

The student must participate a minimum of **THREE DAYS** of activity, **TWO** of which equal **80%** of the hours and needs to be during the school week (Mon-Fri). The additional day may fall on the weekend. Instructor at an approved facility must provide direct supervision of 5 hours for Level II students each week.

| | <u>Beginning Time</u> | <u>Ending Time</u> | <u>Total Hours</u> | <u>Activity</u> |
|-----------|-----------------------|--------------------|--------------------|-----------------|
| MONDAY | _____ | _____ | _____ | _____ |
| TUESDAY | _____ | _____ | _____ | _____ |
| WEDNESDAY | _____ | _____ | _____ | _____ |
| THURSDAY | _____ | _____ | _____ | _____ |
| FRIDAY | _____ | _____ | _____ | _____ |
| SATURDAY | _____ | _____ | _____ | _____ |
| SUNDAY | _____ | _____ | _____ | _____ |

Your signature verifies that you are a certified professional instructor and the schedule for the listed student is correct.

INSTRUCTOR'S SIGNATURE _____ DATE _____

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Instructor Agreement for LISD External Physical Education

FACILITY

INSTRUCTOR'S NAME

All programs/facilities must submit an application to the External PE Monitor by the posted deadline for prior approval. All coaches and instructors must complete a criminal background check. The background check can be completed at <https://docunavweb.lisd.net/Forms/BackgroundCheck>. You must be an approved facility with instructor background check(s) to participate in the LISD External PE Program.

As a certified instructor, I am aware of the emphasis on program objectives, grading based on performance and attendance established by public education and the Lewisville Independent School District. I understand the problems inherent in a program such as External PE and the importance of maintaining program integrity. Therefore, I will support the following conditions as an External PE instructor.

PLEASE INITIAL EACH CONDITION:

- _____ 1. The instructor must adhere to the district’s guideline for attendance and keep an accurate record of the student’s scheduled attendance. Please have records available if/when requested by LISD.
- _____ 2. The instructor must notify the External PE Monitor before making any changes in schedules.
- _____ 3. The instructor must directly supervise the student at all time.
A minimum of 15 hours for Level I or 5 hours for Level II is required each week.
- _____ 4. Level I instructors must ensure the student participates a minimum of five days, four days (80% of the hours) are required during the week (Mon – Fri) and the additional day may fall on either a week day or the weekend.
- _____ 5. Level II instructors must ensure the student participates a minimum of three days a week with 80% of the hours to be completed during the school week (Mon-Fri).
- _____ 6. The instructor must report injuries/illnesses that limit the student’s participation or attendance to the External PE Monitor (mcdonald@lisd.net) or (469) 647-6960. Please retain doctor’s notes for LISD.
- _____ 7. The instructor must provide a numerical grade recommendation based on student performance. The External PE Monitor will email a digital grade report to the instructor that must be sent via email to student’s school by the LISD grading period deadline.
- _____ 8. The instructor must contact the External PE Monitor if the student’s attendance becomes irregular or if he/she misses 3 External PE classes in a grading period and doesn’t make up the class. (469) 647-6960
- _____ 9. The facility must submit a written outline of program objectives and activities and allow LISD to complete a background check on the instructor.

I understand that the Lewisville ISD is accountable for the participation of each LISD student in the External Physical Education program. I will make every effort to cooperate with the district in their accounting procedures.

Instructor’s Signature

Instructor’s Email

Facility’s Phone

Date

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