AUSTIN INDEPENDENT SCHOOL DISTRICT
OFF-CAMPUS PHYSICAL EDUCATION PROGRAM
ATTENDANCE/GRADE RECORD

This form is to be used to document the student's grade and attendance. **This form must be completed by the Agency Coordinator and returned to the student's school counselor/data processor by Email, U.S. mail or fax three days prior to the last day of each 6-week reporting period.** Agencies must refer to the current AISD yearly calendar for the last day of each 6 weeks. It is the Agency's responsibility to know each of the AISD student's counselor contact information. Please put "OCPE Grades" in the subject line when you email. An AISD employee may request documentation of the student's participation and copies of the completed student workbook assignments. **Parents and students are not allowed to deliver this information. Failure to meet these requirements may lead to your agency being removed from the Approved Agency List.**

Student Name_____ Student's ID#_____ Grade Level: _____

School_____ School Address: _____

Counselor's Name: _____Counselor's Phone #, Fax # & Email: _____

School's OCPE Data Processor Name: _____Phone #, Fax # & Email_____

Today's Date _____ Agency Name _____

Please circle the appropriate grading report period: Fall or Spring Semester / 1st, 2nd, or 3rd Six-weeks

Student's NUMERICAL grade for: _____ _____ _____
1st 6 weeks 2nd 6 weeks 3rd 6 weeks

Total days absent during: _____ _____ _____
1st 6 weeks 2nd 6 weeks 3rd 6 weeks

* A student may not be absent more than 90% per six weeks period. (1-1 ½ hours = 1 day absent)

Student's FINAL NUMERICAL SEMESTER GRADE: _____
Agency reports the Final Numerical Course Grade (the average of the 1st, 2nd, 3rd 6-weeks numerical grades) at the end of the semester only. A student must have a numerical grade of 70 or above to receive P.E. Credit.

***Very important – Agencies must fill out**
Agency Coordinator's Name _____

Agency Coordinator's Phone # _____ and fax # _____

Agency Coordinator's Email _____

_____ _____
Agency Coordinator's Signature Date

The agency "approval" status may be terminated if the student's counselor does not receive this document on time.
Agencies must keep a copy for their records for 3 years