
Student Name_____
Agency_____
Instructor's Name_____
E-mail address**Off-Campus PE Folder Checklist**

- Student is in need of credit
- Student turned in application and is complete with all information noted and easy to read
- Fee of \$250 is collected but not deposited until approved
- Student turned in Credit Agreement complete with dates and signatures
- Student turned in Instructor Agreement
- Agency being requested **is** on the Approved List
- Agency being requested **isn't** on the Approved List
- Approval Form is completed and turned in
- Agency has been approved
- If student isn't approved, a letter is sent to parent/guardians, noting why the request is unapproved
- Parents requested the exception form and has turned in the form to the counselor
- Committee decision reached, form returned to coordinator with appropriate letter sent to parent/guardian
- If approved, the website has been updated with new agency noted
- If student is requesting an additional period, the principal has been informed and approved/disapproved
- First nine weeks objectives and activities have been turned in (due at the beginning of the first nine weeks)
- Money has been deposited and approval letter is sent to both the facility and to the parent/guardians.
- Student's schedule has been updated
- Objective form for the first nine weeks is sent to the instructor

1 st Nine Weeks Grade Sheet and 2 nd nine week's objectives and activities – after Oct. 11	2 nd Nine Weeks Grade Sheet and 3 rd nine week's objectives and activities – after Dec. 15	3 rd Nine Weeks Grade Sheet and 4 th nine week's objectives and activities – after Mar.3	4 th Nine Weeks Grade Sheet and Final Grades May 19th
<input type="checkbox"/> Grades/Attendance	<input type="checkbox"/> Grades/Attendance	<input type="checkbox"/> Grades/Attendance	<input type="checkbox"/> Grades/Attendance
<input type="checkbox"/> Objectives and Activities	<input type="checkbox"/> Objectives and Activities	<input type="checkbox"/> Objectives and Activities	<input type="checkbox"/> Objectives and Activities not needed
Notes	Notes	Notes	Notes

Grades have been entered into Power School after

- October 11th
- December 15th
- March 3th
- May 19th
- Parent has been contacted if students aren't meeting qualifications for the program.
Date: _____