

MONTGOMERY INDEPENDENT SCHOOL DISTRICT
Private/Commercially Sponsored Physical Activity Program
Attendance/Grade Documentation Form
For School Year 2023-2024

Student Name _____ Grade Level _____ Student ID _____

Activity _____ Category 1 or 2 _____

Facility Name _____ Email _____

Facility Phone # _____ Facility Fax # _____

Instructor Name _____ Instructor Phone # (if different) _____

This form is the only acceptable form for attendance/grade documentation. Date of instruction and total time must be listed singly. This completed form must be e-mailed or faxed, to the appointed person, **no later than the due date for each nine weeks grading period.** Please submit form the Melissa Gilsdorf for Montgomery Junior High School, melissa.gilsdorf@misd.org / 936-276-3301, Kate Norsworthy for Oak Hills Junior High, kathryn.norsworthy@misd.org / 936-276-4301, Daniele Jordan for Lake Creek High School, daniele.jordan@misd.org / 936-276-4001 , or Melanie Chamberlain for Montgomery High School, melanie.chamberlain@misd.org /936-276-3001. *(Students/Parents will not be allowed to turn in this form)*

I understand that if I do not meet grade submission requirements and deadlines, this facility will lose eligibility as a site for off-campus PE for Montgomery ISD.

Date of Instruction	Total Time (exact hours)

Date of Instruction	Total Time (exact hours)

Number of Sessions _____ Total Time (Hours) _____ Numerical Grade _____

For Grading Period:
 (1 2 3 4) beginning _____ ending _____
Circle one above Date Date

Signature of Instructor _____

October 5, 2023
December 21, 2023
March 7, 2024
May 22, 2024