

**BELLEVUE SCHOOL DISTRICT  
PROCEDURE 2410P – EXHIBIT B.2 – FOR COMMUNITY BASED ACTIVITY**

**REQUEST FOR DIRECTED ATHLETICS CREDIT FOR PARTICIPATION IN COMMUNITY  
BASED ACTIVITY FOR PHYSICAL EDUCATION CREDIT**

Student Name Last <input type="text"/> First <input type="text"/>	Date of Application <input type="text"/>
Address / Zip Code <input type="text"/>	Home Phone # <input type="text"/>
School of Attendance <input type="text"/>	Year of Graduation <input type="text"/> Student ID Number <input type="text"/>

**The requirements and process for submission are on the reverse of this form.**

I am requesting that my participation in \_\_\_\_\_ satisfy a 0.5 Physical Education semester credit requirement for the Bellevue School District.

Date: \_\_\_\_\_ *Student Signature* \_\_\_\_\_

*Parent/Guardian Signature* \_\_\_\_\_

**VERIFICATION:**  
I verify that the above named student has successfully completed and fulfilled all the requirements listed on the reverse of this form as a participant in:

\_\_\_\_\_ as a member of \_\_\_\_\_ from/to \_\_\_\_\_  
(Sport/Activity) (Organization) (Duration of activity/season)

Date: \_\_\_\_\_ *Community Coach/Instructor Name:* \_\_\_\_\_

**Community Coach/Instructor Signature:** \_\_\_\_\_

This form, registration verification, and Activity Time Log have been reviewed by the school counselor. The student request meets all of the requirements on the reverse of this form to obtain 0.5 Physical Education credit for participation in a community based activity.

Counselor Name: \_\_\_\_\_ Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Principal Approval: Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

Received/Recorded on Transcript by \_\_\_\_\_, High School Registrar.

Date: \_\_\_\_\_ *Registrar Signature* \_\_\_\_\_

**Original:** Registrar                      **Copy:** Counselor                      **Copy:** PE Department Head                      **Copy:** Student/Family

**Date:** 9.14.15-7.7.16 2.22.17

**REQUIREMENTS TO COMPLETE A DIRECTED ATHLETICS CREDIT REQUEST  
FOR PARTICIPATION IN COMMUNITY BASED ACTIVITIES**

*In accordance with Bellevue School District Policy 2410 (Graduation Requirements), students may receive a maximum of .5 credit toward the PE/Fitness credit requirement per semester and a student in the class of 2017 or 2018 may earn a maximum of 1.0 credit (two semesters) and a student in the class of 2019 or beyond may earn .5 credit during the student's high school career upon meeting all of the following requirements:*

- The student **must have completed** and received 1.0 credit in Core Physical Education prior to participation in the community based activity if they completed 9<sup>th</sup> grade in the Bellevue School District. Students transferring from another school district after the 9<sup>th</sup> grade year must complete 1.0 credit of Physical Education **prior** to the participation in the community based activity for PE credit.
- The activity must be provided through a registered non-profit or for-profit organization under the instruction of a qualified adult coach/instructor. At the request of the school, participants may be required to provide documentation as evidence that the organization is registered and/or the instructor/coach is appropriately qualified.
- The student must provide registration verification in the form of a receipt for payment of registration or note on official letterhead.
- If the activity is a competitive sport, the organization must hold regularly scheduled practices and/or competitions/performances. If the activity is non-competitive, the activity must be instructional in nature. Individual work-outs or drop-in sports do not qualify.
- The student must complete the duration or season of activity, even if the student has met the minimum of 80 hours of physical activity prior to the completion of the season or duration of the activity. At least 80 hours of physical activity (the required minimum) must be completed within a 90 school day period during the academic year. Students are required to keep track of their participation hours daily by completing the Activity Time Log (2410P Exhibit B.3).
- If a student is injured during the course of the activity and is unable to participate, the student needs to provide a note from a physician excusing the student from participation due to injury. If the student has met the 80 hour requirement prior to the injury, they may be eligible for the credit.
- The student must register for an assessment that demonstrates proficiency in the knowledge portion of the fitness requirement. Assessment dates are held monthly through the school year. Specific dates will be published by August 30 each year on the Athletics and Activities Department page of the BSD website and there will be a nominal fee for completing the assessment (the fee will be waived for students who qualify for free and reduced lunch). Students who fail to meet proficiency may retake the assessment three times during the remaining sessions within the academic year of the activity participation. The assessment for the first .5 credit will be a content based assessment.
- Student must submit a completed request form and activity log (2410P-Exhibit B.2) with principal approval to the registrar within the same academic year of participation. Participation in previous academic years and summer participation does not apply.

**PROCESS FOR SUBMISSION:**

1. Student informs the coach/instructor of the activity at the beginning of the season for the activity that they are interested in earning directed athletics credit for participation in a community based activity.
2. At the end of the season or completion of the duration of the activity, the student requests that the coach/instructor verify they have met the requirements and sign the completed request form and activity log (2410P-Exhibit B.2). The coach/instructor should refuse to sign the request if the student has not met the requirements.
3. The student provides the completed form, activity log, registration verification in the form of a receipt for payment or note on official letterhead, and evidence of proficiency on the fitness knowledge assessment to the school counselor. The counselor reviews the form, the activity log, and registration verification and determines if all requirements have been met including proficiency on the fitness knowledge assessment. The counselor will collect all the paperwork and provide it to the principal for final approval. Credit is determined by the signature of the principal. The principal will forward complete requests to the registrar for posting.
4. The registrar will post the credit to the transcript and ensure that a copy is submitted to the counselor and the Physical Education Department Head.

**Date:** ~~9.14.15~~ ~~7.7.16~~ 2.22.17

**Bellevue School District Directed Athletics Activity Time Log**

Student Name: \_\_\_\_\_

Student's school (circle):    BHS    NHS    IHS    SHS    BP

School Sport/Name of Organization: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Directions: Write the number of hours each day in the correct box. The total number of required hours must equal at least 80 in a 90 school day period during the academic year (August-June)

Month/Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>August</b>																															
<b>September</b>																															
<b>October</b>																															
<b>November</b>																															
<b>December</b>																															
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<b>March</b>																															
<b>April</b>																															
<b>May</b>																															
<b>June</b>																															

Total number of hours: \_\_\_\_\_ (must not be less than 80)

Coach/Instructor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Date:** 9.14.15 7.7.16 2.22.17