



Midland Independent School District
OCPE Agency and Instructor Information
 (THIS PAGE TO BE FILLED OUT BY THE FACILITY/AGENCY AND INSTRUCTOR)

Student's Name (Last, First):			School ID #:	
Grade Level (during year of participation):		School:		
		School Counselor:		
School Year: 2024 - 2025		Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Both		
		Type of Waiver: <input type="checkbox"/> Category I (Olympic level; 15 hours/week minimum) <input type="checkbox"/> Category II (Private/commercial level; 5 hours/week minimum)		
Name of Facility/Agency:				
Name of Instructor:			Daytime Phone: ()	
Instructor's Email Address:				
Name of Facility/Agency Owner:			Daytime Phone: ()	
Weekly Schedule:				
Weekday:	Start Time:	End Time:	Activity:	Hours:
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				

1. Generally, describe your program:



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2. List the daily activities the student will be involved in; include the days of the week and time for instruction:

3. List the instructor qualifications for this program:

4. How do you align your instruction with the required Physical Education TEKS?



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5. List examples of your weekly topics that you will discuss with your students for their written assignments (students will receive a numerical grade for these assignments).

6. Is there anything else you would like us to know about your program?

OCPE Agency and Instructor Guidelines & Responsibilities
Category I: minimum of 15 hours per week of highly intense, professionally supervised training.
Category II: minimum of 5 hours per week of high quality, highly intense, professionally supervised instruction.
<p>The agency instructor must submit a written outline of program objectives using the appropriate TEKS (Texas Essential Knowledge and Skills) for PE.</p> <ul style="list-style-type: none"> ● Include: daily warm-up routine, daily activities, and the cool-down routine (ATTACH TO APPLICATION). ● Include: outline of the training goals of the program (ATTACH TO APPLICATION).
<p>The agency instructor must submit (in person) a grade sheet, provided by the District (the required grade form will be online in August) based on student performance to the student's counselor one week before the end of each six-week grading period (see the District's Calendar for dates). Absences for each six-week grading period will be included on the grade sheet.</p>



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The agency instructor must keep accurate attendance records and report irregular attendance (a student must have attended at least 90% of the semester to be eligible for a passing grade, and a student may not have more than 5 absences each semester to receive credit).
The agency must report attendance issues or withdrawal from the program to the student's counselor promptly.
The agency instructor must review the student's required OCPE Student Notebook to check for accountability for learned PE TEKS and give written assignments which will be scored with a numerical grade. All students must earn a numerical grade of 70 or higher to pass each OCPE course.
The agency instructor will contact the student's counselor for further assistance if a student is injured and the injury is to persist for more than one week (long-term injury or illness). A doctor's note must be given to the instructor with specific details describing what the student can and cannot do and when full participation is permitted. The instructor must have the student complete alternate assignments on days they are not participating in physical activity.
The agency instructor must adhere to the district's weekly time requirements, as determined by the schedule above & notify the student's counselor of any changes.
The agency instructor must provide an alternative place and plan for students when there is inclement weather.
The agency instructor must provide a clean and safe environment in which students are "well supervised", meaning that the instructor shall be present at all times during the scheduled activity to provide guidance and instruction and to ensure safety. MISD may request a copy of your liability insurance.
The agency instructor must provide student expectations to parents and students at the beginning of the semester.
The agency instructor must complete the state-mandated Fitnessgram Testing (all PE students test annually). MISD counselors will provide a date/time for OCPE students to be tested.

I understand that the Midland Independent School District is accountable for the participation of each student in Off-Campus Physical Education programs and that the student's failure to meet the requirements may result in the District revoking the student's PE waiver. I will make every effort to cooperate with the District in their accounting procedures. I understand that my failure to provide the required documents may result in the District revoking my agreement with the District.

Instructor's Signature:	Date:
For Office Use Only: Send a copy of this form to HR; HR will send a DocuSign to the instructor's email address provided to begin the background check process.	