

Hurst-Euless-Bedford Independent School District  
**OFF-CAMPUS PHYSICAL EDUCATION PROGRAM**  
**2025-2026 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 Instructor and returned to the school counselor by U.S. mail five (5) days prior to the last day of the 6-week reporting period. Parents and students are NOT allowed to deliver this information.** Failure to meet these requirements may lead to the agency being removed from the Approved Agency List and the student receiving a failing grade. Parents and students are not allowed to deliver this information.

**Phone:** 817-399-2322

**Address:** HEB ISD  
 1501 Central Drive, Attn: Lesley Kowalski  
 Bedford, TX 76022

**TO BE COMPLETED AND SIGNED BY THE AGENCY OCPE INSTRUCTOR and COORDINATOR** Please Print:

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Campus: \_\_\_\_\_ Grade: \_\_\_\_\_ (2025-2026) Counselor: \_\_\_\_\_

Activity/Sport: **DANCE** **EQUESTRIAN** **FENCING** **FIGURE SKATING** **GOLF (G7-G8 ONLY)**  
**ICE HOCKEY** **CERTAIN MARTIAL ARTS** **SWIMMING (G7-G8 ONLY)** **WATER POLO** **Other:**

Name of Agency/Facility/Practice Field/Club: \_\_\_\_\_

Agency Coordinator: \_\_\_\_\_ Agency Phone: \_\_\_\_\_

Agency Coordinator Email: \_\_\_\_\_ Agency Fax: \_\_\_\_\_

Agency Instructor: \_\_\_\_\_ Instructor Phone: \_\_\_\_\_

Agency Instructor Email: \_\_\_\_\_

Grades must be submitted to the Coordinator of Education Support Services **five (5) days prior to the end of the six weeks**. The grade **MUST be a numerical grade**. A student must have a numerical grade of 70 or above to receive P.E. credit.

Six Weeks	Date Due to OCPE Coordinator	NUMERICAL Grade	Dates Absent from Practice and/or Game	OCPE Agency Instructor's Signature	Date
1 <sup>st</sup>	09/15/25				
2 <sup>nd</sup>	10/27/25				
3 <sup>rd</sup>	12/15/25				
4 <sup>th</sup>	02/09/26				
5 <sup>th</sup>	03/27/26				
6 <sup>th</sup>	05/18/26				