

Wylie Independent School District Off-Campus Physical Education Program Application

To be completed by the parent: This information pertains to the semester of participation.

Name _____ Campus _____

School Year _____ Student ID number _____ Grade _____

Parent/Guardian _____ Counselor _____

Address _____

City _____ Zip _____ Phone _____

Parent E-Mail: _____

Activity for participation _____

Name of Agency/Organization/Facility _____

Address _____ City _____ Zip _____

Phone _____ Instructor (please print) _____

Instructor E-Mail: _____

1. I am applying for admission to the Off-Campus Physical Education program for the following semester:

(Select one) Fall _____ Spring _____

2. If accepted into the Off-Campus PE program, I have selected the following category:

(Select one) _____ I (Minimum of **15 hours** per week)
May request early release ___ or late arrival __.
(Students are not allowed on campus during their off period)
_____ II (Minimum of **5 hours** per week)
No early release or late arrival.

Student Signature _____ Date _____

Wylie ISD Off-Campus PE

To be completed by Parent and Student

I have carefully read the guidelines for the Off-Campus Physical Education Program, and I agree to comply with these regulations/requirements. I hereby release the Wylie Independent School District, its employees, agents, and its Board of Trustees, from all claims or liability in any way attributable to this program, including travel to, and from, and during the program. I also understand that all liability in case of accident or hospitalization is the responsibility of the parent or of the private or commercial school. The Wylie Independent School District is not responsible for the daily activities of the program, quality of the program, or qualifications of the instruction of the program.

My son/daughter _____ (Student ID Number _____) has my permission to participate in the Off-Campus Physical Education program for

_____ at _____.
(Off-Campus Sport) (Off-Campus Agency)

Parent/Guardian Signature _____ Date _____

If you have any questions completing this application, please contact the Off-Campus PE Coordinator or your son's/daughter's counselor.

Part II -

To be completed by school/campus officials:

This student is enrolling in this course for physical education credit and he/she will not be enrolled in another physical education class or athletics while participating in the Off-Campus Physical Education Program. The student **may not** transfer from athletics or another campus physical education course into Off-Campus Physical Education **after the start of the semester.**

Campus Counselor _____ Date _____

Campus Principal _____ Date _____

Wylie ISD Off-Campus Physical Education Guidelines and Procedures

PE Credit through Off Campus Activities/Sports

Wylie ISD will allow students to earn PE credit through off campus athletic clubs and organizations. This option is available only for activities not offered at any Wylie ISD high school campus or Wylie ISD junior high campus.

Approved Board Policy:

For students entering Grade 9 in the 2007-2008 school year or thereafter, the Board may award up to 2 credits for physical education for appropriate private or commercially sponsored physical activity programs conducted either on or off campus.

For students in grades 10, 11, and 12 in 2007-2008 and thereafter, the Board may award up to 2 credits for physical education, as part of the physical education graduation requirements, for appropriate private or commercially sponsored physical activity programs conducted either on or off campus.

For students entering Grade 7 and Grade 8 in 2007-2008 school year and thereafter, the Board may award physical education credit for appropriate private or commercially sponsored physical activity programs conducted either on or off campus.

The District must apply to the Commissioner for approval of such programs, which may be substituted for state graduation credit in physical education.

General Requirements

The following is a list of basic requirements that has been established by the Wylie Independent School District and the Texas Education Agency. **These requirements must be met and maintained to be eligible for participation in the program.**

1. The purpose of the program is to accommodate students who are making a serious effort to develop high level capabilities and to allow them to be involved in an off campus program that provides training exceeding that offered in the school district.
2. Off-Campus physical activity programs will be approved for only those students who have been strongly recommended by qualified instructors.
3. No off-campus program will be allowed if located more than **fifteen (15) miles** from the Wylie Independent School District Educational Service Center. An exception to the fifteen mile location may be granted by permission of the superintendent.

4. Only those students in grades seven (7) through twelve (12) will be eligible for consideration for the off-campus program. No students in elementary and intermediate schools will be considered for the off-campus program.
5. Only those students involved in the activities of **SWIMMING, BALLET, ICE HOCKEY, ICE SKATING, GYMNASTICS, EQUESTRIAN, MARTIAL ARTS, FENCING, TRACK CYCLING, LACROSSE, ROWING, GOLF (Junior High Only), and TENNIS (Junior High Only)** will be considered.
6. Students applying for Off-Campus Physical Education will be considered under one of two (2) categories.

CATEGORY ONE: These programs involve a minimum of fifteen (15) hours per week of highly intense, professionally supervised training. Students qualifying at this level may be dismissed from school one period per day for such participation.

CATEGORY TWO: These programs are to be of high quality, well supervised by appropriately trained instructors, and consisting of a minimum of five (5) hours per week. Students certified to participate at this level **MAY NOT** be dismissed from any part of the regular school day.

Please Note: High school students participating in either category may receive a maximum of one half credit (.5) per semester. One credit of physical education is required for graduation. A total of two credits of physical education may be earned toward state high school graduation requirements. If a student has previously earned two credits of physical education toward high school graduation, he/she may still enroll in the Wylie ISD Off-Campus Physical Education Program but receive **NO CREDIT** toward state high school graduation requirements.

7. The student must participate in a minimum of four (4) days during the week (Monday through Friday) plus an additional day that may fall on either the weekend or during the week. All such participation must always be under the direct supervision of the instructor.

Application Procedure

The application includes the following:

- area to be completed by the student/parent
- area for signature of school counselor
- area to be read and completed by parent/guardian and student
- area to be completed and signed by the facility instructor
- general guidelines for Off-Campus Physical Education

Procedures for completing the Off Campus PE application and approval:

1. Student picks up application in counselor's office.
2. Counselor must sign the application form.
3. Upon completion, the application should be e-mailed to or returned to the Off-Campus Physical Education Coordinator to the following:

Wylie ISD Off-Campus PE Coordinator:

Eric Maxey
Wylie High School
2550 W. FM 544
Wylie, TX 75098
eric.maxey@wylieisd.net
(972.429.3147)

Hannah Fitch
Wylie East High School
3000 Wylie East Dr.
Wylie, TX 75098
hannah.fitch@wylieisd.net
(972.429.7961)

4. After the application is reviewed, a confirmation letter will be sent to parents. A report will be sent to all counselors listing all approved Off-Campus Physical Education students. At that time, the counselors will put Off Campus Physical Education on the student's schedule.
5. **Off-campus physical education will not appear on the student's schedule until approval has been received from both the student's counselor and the campus principal.**
6. Parents and students need to confirm that the Off-Campus Physical Education course is on the student's schedule at the beginning of each semester and that the student is receiving a grade for each six weeks.
7. The agency/organization instructor is responsible for maintaining accurate attendance records for the student and for submitting a recommended grade according to the grade submission dates listed on the application.

Grade Submission Schedule for 2026-27

Grades must be submitted no later than 4:20 p.m. on the dates listed below.

First Nine Weeks- October 9, 2026

Second Nine Weeks – December 18, 2026

Third Nine Weeks – March 12, 2027

Fourth Nine Weeks- May 27, 2027

8. **A new Off-Campus Physical Education application must be submitted each semester in which the course is requested.**

9. *If, during the course of the semester, the student is no longer enrolled in an approved off-campus PE program for **more than 5 school days**, the student and parent are required to inform the Off Campus PE administrator of a change or drop in the approved program. The Off Campus PE administrator and the Principal will then advise the student of the option to be re-enrolled in an approved program **within 5 school days** or enroll in the campus PE course. If the student and parent do not follow the above requirements, the student will be dropped from the Off Campus PE program and receive no credit for the semester.*

Wylie ISD Off-Campus Physical Education Agency/Instructor Agreement

Student Name: _____

Agency/Organization: _____ Instructor: _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ E-Mail Address: _____

As a professional instructor, I am aware of the emphasis on program objectives, grading based on performance and attendance established by public education and the Wylie ISD. I understand the problems inherent with a program such as Off-Campus Physical Education and the importance of maintaining program integrity. Therefore, I will support the following conditions to my certification as an Off-Campus Physical Education instructor.

1. The instructor will adhere to the district's guidelines for attendance by the student.
 - The student must participate in his/her activity, under professional supervision, a minimum of 5 or 15 hours per week (depending on category) each week at one agency.
 - The required hours (5 or 15) hours each week must be spread over at least four days and include at least ninety minutes of instruction by one approved instructor.
 - At least 5 hours each week must be completed Monday through Friday.
 - A maximum of two of the required hours each week may be accounted for in competitive tournaments/meets.
2. The instructor will maintain accurate records of student attendance.
3. The instructor will forward a grade recommendation based on student performance and attendance as requested. Dates listed below.

Grade Submission Schedule for 2026-27
Grades must be submitted no later than 4:20 p.m. on the dates listed below:
First Nine Weeks – October 9, 2026
Second Nine Weeks – December 18, 2026
Third Nine Weeks – March 12, 2027
Fourth Nine Weeks- May 27, 2027
4. The instructor will submit a written outline of the program objectives and activities when requested.
5. The instructor will contact the Off-Campus Physical Education Coordinator for Wylie ISD if a student's attendance becomes irregular.
6. *If the student drops/discontinues in the approved off-campus program, the instructor is required to contact the Wylie ISD Off-Campus PE Coordinator immediately.*
7. **Transportation - Students** who choose to participate in the off-campus physical education option **will not** be provided transportation by Wylie ISD either from the school to the site location for off campus physical education or from the site back to a Wylie ISD school/campus.
8. I understand that Wylie ISD is accountable for the participation of each student in Off-Campus Physical Education. I will make every effort to cooperate with the Wylie ISD in the attendance and grading procedures.

Wylie ISD Off-Campus Physical Education Agency/Instructor Agreement

To be completed by the Agency/Organization Instructor:

1. In general, describe your program.
2. In what daily activities will the student be involved?
3. Please list your qualifications as the instructor.
4. As the qualified professional instructor, are you willing to strongly recommend that this student possesses the skill level to participate in your program?

Wylie ISD Off-Campus Physical Education Agency/Instructor Agreement

To be completed by the Agency/Organization Instructor:

- The student must participate in his/her activity, under professional supervision, a minimum of five or fifteen (depending on the category) hours each week at the approved agency. The majority of the required hours each week must be acquired Monday through Friday by one approved instructor. A maximum of two hours each week may be accounted for in competitive tournaments/meets.

Tentative Schedule: Indicate the beginning time, ending time, and the nature of the activity. It is imperative that this schedule be kept current at all times. In case of a schedule change, please notify your Wylie ISD Off-Campus Physical Education Coordinator. The contact for Wylie HS students is (Eric Maxey 972.429.3147) and the contact for Wylie East HS students is (Hannah Fitch 972.429.7961).

	Beginning Time	Ending Time	Activity
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
Saturday	_____	_____	_____
Sunday	_____	_____	_____

Signature of Agency/Organization Instructor

Date

Please return to:

Eric L. Maxey
Wylie High School
2550 W. Hwy. 544
Wylie, TX 75098
eric.maxey@wylieisd.net
Fax: 972.941.9877

Hannah Fitch
Wylie East High School
300 Wylie East Drive
Wylie, TX 75098
hannah.fitch@wylieisd.net
Fax: 972.442.2874