Katy Independent School District
Application for Approval of After-School Program

Individual campuses may elect to make available independently operated after school programs that align with Teaching and Learning Division goals and curriculum. The Coordinator for Campus Administrative Support is responsible for accepting applications from potential external service providers and reviewing each application. The merit of each application will be evaluated based on its alignment to the District's curriculum and its perceived value for students. All determinations regarding curricular alignment and student value are made in accordance with Katy ISD Board policies and procedures.

*****ANNUAL APPROVAL IS REQUIRED PRIOR TO EACH SCHOOL YEAR*****

Application Windows

Fall Semester	
Application Window	June 4 – July 10, 2026
Deadline to Apply	July 10, 2026

Spring Semester	
Application Window	November 3 – December 11, 2026
Deadline to Apply	December 11, 2026

Section I – General Information

Program Representative/ Contact Person:	School Year of Application: 20____ - 20____
Title of the Program:	
Describe Business or Organization (attach applicable information):	
Type of Organization: _____ For Profit _____Non-Profit	Criminal Background Form Attached: _____ Yes
Address:	Phone:
	Fax:
Email Address:	

KISD Facility Requirements (Facility reservation is limited to gym and cafeteria ONLY and is based on availability. Vendors must secure facility rental prior to sending flyers. Appropriate rental fees will be assessed.)

Section II – Program Structure and Logistics

Primary Program Category (select one):	Secondary Program Category (Optional – select one):
STEM (Science, Technology, Engineering &	Culinary Arts/Nutrition
Number of Students/Staff Participants:	Cost to Participants:

Length of Program/Amount of Class Time/ Schedule of Classes (i.e.- 3 months, 30 minutes, 9 weeks):

Qualifications of Instructors:

School(s) and Grade Level(s) Involved:

Section III – Curriculum

Summary of Program Curriculum (including description of program objectives): **Attach a program scope and sequence.**

Description of materials and learning resources that will be employed to instruct students. **Attach relevant materials for review.**

Description of the potential benefits of your program to Katy ISD.

Using the Katy ISD Strategic Planning Framework, which focus areas does your program most directly support?

Section IV – Certification and Signature

►► Interested campuses will contact program representatives. Program Representatives should not contact campuses, parents, or students. ◄◄
►► Failure to comply with all rules may forfeit approval. ◄◄
►► Processing may take up to 4 weeks (business days only), and you will receive an email once a decision has been made.◄◄

By submitting this application, I agree to abide by all Katy ISD guidelines and procedures for operating an after-school program. I understand that incomplete applications will not be approved and that additional time for completion will not be granted. If my application is not approved due to an incomplete status, I understand that I may resubmit my completed application during the next available submission window.

Signature of Program Representative:	Date:

Please submit the completed application and all supporting documents to: AfterSchool@KatyISD.org

One final check – before submitting, confirm you have included the following:

Required Materials Checklist – Submit all applicable items with your application

All Applicants:

- ☐ Signed Criminal Background Check Form
- ☐ Current Insurance Verification listing Katy ISD as Certificate Holder
- ☐ Program literature communicating purpose and benefit for Katy ISD students
- ☐ All flyers/printed materials submitted for district approval (must include required disclaimer in BOLD, CAPITAL letters, 12pt+ font, printed at the BOTTOM)

Non-Profit Applicants Only:

- ☐ Verification of non-profit status – 501(c)(3) documentation