



Lake Travis Independent School District
OFF-CAMPUS PHYSICAL EDUCATION PROGRAM
AGENCY APPLICATION AND INSTRUCTIONS

Lake Travis ISD's Expectations of the Agency Include:

1. Update provider contact information promptly whenever changes occur.
2. Accurately document and report student attendance and progress.
3. Notify LTISD immediately if a student's participation status changes.
4. Submit grade reports and attendance records to the student's home campus.

Failure to meet these expectations may result in the agency being removed as an approved OCPE provider for LTISD.

Submit the following documentation by **June 1, 2027:**

1. Completed LTISD OCPE Agency Application form.
2. Background check for each instructor/coach working with Lake Travis ISD students.
3. Copy of program goals.
4. Copies of certifications for all instructors working with Lake Travis ISD students in their areas of instruction.
5. An outline detailing a typical training session or year-round training program.

Agencies must meet the specified criteria and obtain school board approval before becoming an OCPE provider for LTISD.

According to TEA Guidelines, agency approval will need to be renewed every 3 years.

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AGENCY APPLICATION

AGENCY/NAME OF FACILITY/COMPANY: _____

STREET ADDRESS: _____

CITY/ZIP CODE: _____

PHONE: _____

WEBSITE: _____

CONTACT PERSON(S): _____

EMAIL: _____

Required Signatures

Signature of Agency Contact: _____

Printed Name of Agency Contact: _____

Email: _____

Phone: _____

Submit This Form and Documentation To:

Submit All Forms To:

Tasha Barker

watersbarkert@ltisdschools.org

Questions: Call 512-533-6036

LTISD Use Only

Approved By (Name and Title): _____

Date: _____

Updated July 2026