

Leander ISD Off-Campus Physical Education - Agency Application

Agency Guidelines:

1. Instructors must provide Leander ISD with current contact information, credentials, and a clear background check prior to any student approval for participation in the OCPE program.
2. The training facility, instructor, and activity must be certified by the superintendent or a designated program administrator, in this case, the Leander ISD Athletic Department.
3. Agencies and instructors must provide documentation to the Leander ISD Athletic Department that demonstrates exceptional quality, a professionally trained staff, and the use of standards to verify participation of the student.
4. Instructors must pass an annual background check before they are approved to work with Leander ISD Students.
5. Instructors must be "exceptionally trained", meaning that the agency must provide certification and/or documentation of instructor training and expertise.
6. Instructors shall provide all documentation of students' hours of participation, attendance, and six weeks' numerical grade to the students' counselors on or before the identified date listed on the grade form. The calendar with each grading deadline can be found at www.leanderisd.org.
7. Agencies must be able to fulfill the hour requirements for either category on-site, under coach supervision. Time athletes spend alone, not under supervision, do not count. Competitions do not count toward the weekly hour requirement.
8. Agencies must notify Leander ISD within 10 days if the student drops out or changes programs/facilities.
9. Leander ISD personnel will make announced and unannounced site visits and will be expecting to see evidence of attendance records and practice plans. Leander ISD will be looking for skill development, learned physical activity and health concepts and social development by observing students participating in appropriate activities. The LISD athletic office will give one warning to the agency for non-compliance. If a second breach of OCPE program requirements occurs, the Leander ISD athletic department will dismiss the agency from the OCPE program and students will no longer be able to utilize them for OCPE.
10. The agency will be dismissed from the OCPE program if there is evidence that the criteria and/or requirements are not being met.
11. If an agency is not utilized for two years, it can be removed from the approved list. The list of approved agencies can be found [here](#).

Application Materials Required - attach to application:

- Completed LISD OCPE Agency Application including all contact information and requested documentation.
- The instructor's certification in the areas of specialty. This may be an agency certification, clinic, or other documentation to show the instructor is professionally trained.
- Completed criminal background check for any instructor who will be working with an LISD student. May provide one through employer, or utilize Leander ISD's free service. ([Leander ISD Background Check Instructions](#))
- Copy of the agencies certification as a provider of instruction of "exceptional" quality (Category I – state, national or Olympic competition) or "high" quality (Category II - local or state competition).
- Copy of the agency's athletic, training, and performance goals that shows an overall vision.
- Outline that describes a typical training session or a year-around training program for the student.

Agency Information:

Agency Name: _____ Website: _____

Agency Contact Name: _____ Phone: _____ Email: _____

I certify that the agency listed above can and will provide appropriate, professional instruction per the Leander ISD Off Campus PE Guidelines.

_____	_____	_____
Printed Name	Signature	Date

Submit all forms and documentation to Leander ISD Athletic Department via email or fax. Approval/denial will be sent to email address above.

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