MONTGOMERY INDEPENDENT SCHOOL DISTRICT
Private/Commercially Sponsored Physical Activity Program
Attendance/Grade Documentation Form
For School Year 2024-2025

Student Name _____ Grade Level _____ Student ID _____

Activity _____ Category 1 or 2 _____

Facility Name _____ Email _____

Facility Phone # _____ Facility Fax # _____

Instructor Name _____ Instructor Phone # (if different) _____

This form is the only acceptable form for attendance/grade documentation. Date of instruction and total time must be listed singly. This completed form must be e-mailed or faxed, to the appointed person, no later than the due date for each nine weeks grading period. Please submit form the Melissa Gilsdorf for Montgomery Junior High School, melissa.gilsdorf@misd.org / 936-276-3301, Amy Gollogly for Oak Hills Junior High, amy.gollogly@misd.org / 936-276-4301, Daniele Jordan for Lake Creek High School, daniele.jordan@misd.org / 936-276-4001 , or Melanie Chamberlain for Montgomery High School, melanie.chamberlain@misd.org /936-276-3001. (Students/Parents will not be allowed to turn in this form)

I understand that if I do not meet grade submission requirements and deadlines, this facility will lose eligibility as a site for off-campus PE for Montgomery ISD.

Date of Instruction	Total Time (exact hours)

Date of Instruction	Total Time (exact hours)

_____ Number of Sessions

_____ Total Time (Hours)

_____ Numerical Grade

October 10, 2024
December 20, 2024
March 7, 2025
May 23, 2025

For Grading Period:

(1 2 3 4) beginning _____ ending _____

Circle one above — Date — Date

Signature of Instructor _____

Revised May 1, 2023