

2008-2009 Instructions for Off-campus Physical Activity

Approval Requests

District personnel responsible for requesting off-campus physical activity substitutions for physical education or graduation credit should review and follow these instructions.

1. Complete the “2008-2009 Off-campus Physical Activity Approval Request” form and the “2008-2009 Off-campus Physical Activity Programs” form for new and for renewal programs to be approved. The TEA will accept only electronically submitted applications. Access the forms at this link:
<http://www.tea.state.tx.us/curriculum/hpe/>
2. Submit the forms for an approval of Category I substitutions, Category II substitutions, or both. Expect an electronic reply within five working days and subsequent correspondence addressed to the superintendent with information regarding approval or denial of your request.
3. Evaluate the programs selected as substitutions for regular physical education according to Texas Administrative Code (TAC) §74. Subchapter B.
(<http://www.tea.state.tx.us/rules/tac/index.html>)
4. Obtain approval of the superintendent for all off-campus programs selected for physical education substitutions prior to submission of the approval request to the TEA.
5. Submit the application electronically as an email with two attachments addressed to curriculum@tea.state.tx.us. Districts should use “Off-campus Physical Activity Approval Request” as the subject line and attach the following documents:
 - “2008-2009 Off-campus Physical Activity Approval Request” form
 - “2008-2009 Off-campus Physical Activity Programs” form using the filename <your district>Off-campus PE Programs.doc
6. Conduct annual evaluations to determine the continued need for and effectiveness of the off-campus physical education programs. Districts should not submit the evaluations to the Texas Education Agency.

TEA does not approve or recommend procedures for districts to use in implementing accountability and evaluation procedures; however, your district may want to review a school district’s example of off-campus program procedures at this link:

<http://www.austinisd.org/academics/curriculum/subjects/pe/offcampus.phtml>