

ACADEMIC ACHIEVEMENT  
GRADUATION

EIF  
(EXHIBIT)

Students who entered grade 9 in school year 2004–05 through 2006–07 must complete one of the following programs for graduation:

- Exhibit A: Minimum High School Program — 2 pages
- Exhibit B: Recommended High School Program — 2 pages
- Exhibit C: Advanced/Distinguished Achievement Program — 3 pages

Students who entered grade 9 in school year 2007–08 and thereafter must complete one of the following programs for graduation:

- Exhibit D: Minimum High School Program — 2 pages
- Exhibit E: Recommended High School Program — 2 pages
- Exhibit F: Advanced/Distinguished Achievement Program — 3 pages
- Exhibit G: Off-Campus Physical Education Program Application — 5 pages
- Exhibit H: Off-Campus Physical Education Program — Six-Week Report — 2 pages
- Exhibit I: Athletic / Physical Education Substitute - Magnet Schools - 4 pages**

EXHIBIT I

**DALLAS INDEPENDENT SCHOOL DISTRICT**  
**ATHLETIC PHYSICAL EDUCATION PE SUBSTITUTE APPLICATION**

**ATTENTION: Only students who attend magnet schools and meet the specific criteria will be considered for participation. In order for this application to be considered for any semester, it must be completed and returned to the Director of the Athletic Department, Dallas Independent School District, no later than the end of the SECOND week of the semester being considered. This application should be emailed to [notifyathletics@dallasisd.org](mailto:notifyathletics@dallasisd.org).**

**TO BE COMPLETED BY STUDENT (PLEASE PRINT)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ School \_\_\_\_\_

Sex:  M  F Student ID# \_\_\_\_\_ Sport \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Counselor \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

I am applying for admission to the athletic physical education substitution program for:

Semester 1  Semester 2

Name of Facility \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

**UIL Coaches Information: (where to send grade sheets, contact information)**

UIL Coaches' E-mail Address \_\_\_\_\_

UIL Coaches' Name (please print) \_\_\_\_\_

UIL Coaches' Phone (in case of emergency) \_\_\_\_\_

PHONE NUMBER MUST BE INCLUDED WHERE THE UIL COACH CAN BE REACHED FOR GRADES/ATTENDANCE.

**TO BE COMPLETED AND SIGNED BY SCHOOL OFFICIAL**

**The purpose of the Athletic / Physical Education Substitute is to accommodate students who are making a serious effort to develop high-level capabilities and to allow them to be involved in a program that provides training away from their campus. This student is taking this course for physical education credit and he or she must be enrolled in a Physical Education class at their magnet school but MUST attend the athletic period class for the entire semester at the student's home school, regardless of whether the**

ACADEMIC ACHIEVEMENT  
GRADUATION

EIF  
(EXHIBIT)

**UIL sport has concluded. Students at both magnets and comprehensive high schools may earn physical education credit by participating in swimming, tennis or golf practice year round at schools that do not offer athletics. The program will only be available to students who participate in golf, tennis or swimming due to the fact that UIL does not regulate before or after school practice and a majority of Dallas ISD schools do not offer athletic periods for the above mentioned sports. Students will be required to complete all the necessary forms and participate year round. .**

**If this student has previously earned a maximum of one credit of physical education, he or she will receive NO ADDITIONAL ELECTIVE CREDITS toward state high school graduation requirements. This program is only allows the student to obtain one total year of physical education credits (.5 a semester)**

Counselor Signature \_\_\_\_\_ Phone/Ext. \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Phone/Ext. \_\_\_\_\_ Date \_\_\_\_\_

UIL Athletic Coach Signature \_\_\_\_\_ Phone/Ext. \_\_\_\_\_ Date \_\_\_\_\_

**FOR DISTRICT USE ONLY (to be completed by the Dallas ISD Athletic Department.)**

Date Received \_\_\_\_\_

Received By \_\_\_\_\_

Date Counselor Notification \_\_\_\_\_

UIL Coach Notification \_\_\_\_\_

Approval Letter \_\_\_\_\_ Schedule Copy \_\_\_\_\_

EXHIBIT I

**TO BE COMPLETED BY PARENT/GUARDIAN AND STUDENT**

**PARENT/GUARDIAN PERMISSION**

**I have carefully read the Guidelines for the Dallas Independent School District Athletic Physical Education Substitution Program and I agree to comply with those regulations. I hereby release the District, its employees, agents, and its Board from all claims or liability in any way attributable to this program, including all travel to, from, and during the program. I also understand that all liability in case of accident or hospitalization is the responsibility of the parent or of the private or commercial school. The District is not responsible for accident or hospitalization insurance. I understand the District has no control over the daily activities of the program, quality of the program, or qualifications of the instructor in the program.**

My son/daughter \_\_\_\_\_ has permission to participate  
in the Athletic Physical Education Substitute Program for (sport) \_\_\_\_\_  
at (name of facility) \_\_\_\_\_.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mail or email completed application and to the Director of Athletics, Athletic Department, Dallas Independent School District, 2500 South Ervay, Dallas, TX 75215 notifyathletics@dallaisd.org**

ACADEMIC ACHIEVEMENT GRADUATION

EXHIBIT I -

**ATHLETIC COMPETITION / PRACTICE SCHEDULE**  
**TO BE COMPLETED AND SIGNED BY THE UIL ATHLETIC COACH**

Name of School or Facility \_\_\_\_\_

Facility Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Student \_\_\_\_\_ ID Number \_\_\_\_\_ UIL Sport \_\_\_\_\_

V/JV? Team made \_\_\_\_\_ UIL Start Date \_\_\_\_\_ Certification Date \_\_\_\_\_

UIL Coaches' Name \_\_\_\_\_ Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

**The student must participate in his or her activity/sport, under professional supervision, a minimum of ten hours each week. The record concerning daily attendance, grades, etc., must be completed and returned to the student on the appropriate dates. The student must participate a minimum of four days during the week (Monday through Friday) plus one additional days that may fall on the weekend for scheduled games. The student must continue to attend the athletic period class, even after the UIL certification date until the end of the semester. The student must participate in at least 100 minutes per five day school week [See EIF (LEGAL)]**

**THE FOLLOWING SCHEDULE MUST BE COMPLETED, SIGNED, AND DATED BY THE UIL COACH BEFORE THE APPLICATION WILL BE PROCESSED. THE STUDENT/UIL COACH SHOULD NOTIFY THE DIRECTOR OF THE ATHLETIC DEPARTMENT AT (972) 749-2450 IF A CHANGE OCCURS IN THE STUDENT'S PRACTICE SCHEDULE OR FACILITY.**

**UIL SPORT PRACTICE SCHEDULE**

Day	Beginning Time	Ending Time	Hours	Practice Site	Alternative Location	Address
MON.						
TUES.						
WED.						
THUR.						
FRI.						
SAT.						

TOTAL HOURS

At the end of each six weeks, documentation of daily student attendance, six-week grades, and competition results will be due to the Director of Athletics. The UIL athletic

DATE ISSUED: 8/28/2009

LDU 2009.08

EIF(EXHIBIT)-X

**Coach will be required to document daily attendance as required compliance with the State Board of Education.**

**The UIL coach must constantly observe and evaluate the student's attitude, work habits, and progress. If at any time the student fails to maintain this high level of performance, the UIL coach will be expected to contact the athletic director and withdraw his or her recommendation. The student will no longer be considered eligible for the athletic PE substitution credit and required to return to their magnet school to obtain a PE credit. SEVERAL SITE VISIT CHECKS WILL BE MADE PERIODICALLY DURING THE SEMESTER BY DEPARTMENT OF ATHLETICS**

**As a qualified UIL coach and instructor, your signature verifies the above schedule and recommends this student possesses the ability to earn a position on your specific Varsity or Sub- varsity athletic team.**

**THIS APPLICATION IS INVALID WITHOUT THE UIL COACHES' SIGNATURE AND DATE.**

Coaches' Signature \_\_\_\_\_ Date \_\_\_\_\_

EXHIBIT I

**DALLAS INDEPENDENT SCHOOL DISTRICT**  
**ATHLETIC PHYSICAL EDUCATION**  
**SUBSTITUTE SIX-WEEK REPORT**

**THIS FORM IS TO BE COMPLETED BY THE UIL COACH AND IS DUE ONE WEEK BEFORE THE END OF EACH SIX-WEEK GRADING PERIOD. THE UIL COACH IS TO EMAIL OR MAIL THIS COMPLETED FORM TO: Athletic Director, Department of Athletics, Dallas Independent School District, 2500 South Ervay, Dallas, TX 75215 : [notifyathletics@dallasisd.org](mailto:notifyathletics@dallasisd.org)**

UIL Coach \_\_\_\_\_

Name of School & Practice Facility \_\_\_\_\_

Practice Facility Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Student \_\_\_\_\_ ID Number \_\_\_\_\_ Grade \_\_\_\_\_

UIL Sport \_\_\_\_\_

Day	Beginning Time	Ending Time	Hours	Practice Site	Alternative Location
MON.					
TUES.					
WED.					
THUR.					
FRI.					
SAT.					
TOTAL HOURS					

**NUMERICAL GRADE FOR THIS SIX-WEEK PERIOD**

Dates of Grading Period From \_\_\_\_\_ To \_\_\_\_\_

UIL Coaches' Printed Name \_\_\_\_\_

UIL Coach Signature \_\_\_\_\_

DIPLOMAS

All diplomas, without exception, shall be issued in the legal name of the recipient. All permanent records shall be corrected to correspond to the legal name so that there will be no confusion by having the diploma issued under one name and the permanent record under another name. The permanent record shall be changed, if necessary, upon marriage to conform to the selected legal name. This same rule shall apply to students who have their names legally changed by the courts.

The summer school principals shall be administratively in charge of all students and of the schools, but the diplomas shall come to the students from their home schools. The summer school principal shall arrange for the principal of the high school granting the diploma to sign summer school diplomas. Likewise, nonresident students shall have their diplomas issued by and over the signature of their home district. Each high school principal or an assistant principal shall attend summer graduation in the school where his or her students are graduating.

After a diploma has been processed and it is discovered the wrong name has been willfully given by the graduating student, there shall be a \$10 fee for printing the second diploma with the correction. Should a graduate of a District high school misplace his or her diploma and desire a duplicate copy, the following procedures shall be followed:

1. A written request for a duplicate diploma shall be made to the Executive Director of Board Services at the central administration building.
2. The written request for the duplicate diploma must include the name of the student as shown on the original diploma, the name of the school, the year the student graduated, and any other pertinent information. A \$10 fee shall be enclosed with the request.
3. The duplicate diploma, when processed (allow two weeks) shall be picked up by former students living within the District. Duplicate diplomas shall be mailed to addresses outside the District.

**ATHLETICS**  
**PHYSICAL**  
**EDUCATION**  
**SUBSTITUTION**  
**GUIDELINES**

**The following is a list of basic requirements that have been established by the District and the Texas Education Agency. These requirements must be met and maintained for participation in Athletics as a substitution for the required Physical Education credit.**





**1. Students in grades 9-12 may earn a physical education credit by participating in the athletic period at their home school even though they are enrolled at a magnet school.**

**2. The student must participate in at least 100 minutes per five-day school week of moderate to vigorous physical activity. [See EIF(LEGAL)]**

**3. A student who is enrolled at a magnet school in the Dallas ISD that does not offer athletics may earn a physical education credit by participating in the athletic period at their home school.**

**4. A student who participates in a lifetime sport (swimming, tennis or golf) at either a magnet school or comprehensive high school may earn an athletic physical education substitution credit if their home attendance school does not offer one of these sports as an athletic period as long as the student is participating in practice before or after school the entire year at the home attendance school. These three sports are year round sports and have no practice limitations before or after school.**

**5. The student must be enrolled in physical education substitution class at their magnet school at a time when the student can attend a corresponding athletic class at their home attendance school.**

**6. The student must complete the entire semester in the athletic period to earn credit.**

**7. The student, even after the UIL certification deadline, must continue to attend the athletic period at their home school to receive credit.**

**8. At any time should the student not meet the standards to remain a member of the UIL team, the student will be dismissed from the Athletic PE substitution class and must return to their magnet school to obtain physical education credit.**

**9. The student, parent, and UIL coach must complete all the necessary required documents in Exhibit I prior to being considered for the Athletic Physical Education substitute.**

**The application includes:**

- **Area to be completed by the student [See EIF(EXHIBIT)-I]**
- **Area for signature of counselor, principal, and UIL coach [See EIF(EXHIBIT)-I]**
- **Area to be completed and signed by the parent/guardian and student [See EIF(EXHIBIT)-I]**
- **Area to be completed and signed by the UIL Coach [See EIF(EXHIBIT)-I]**
- **Athletic PE Substitute Program Six-Week Report [See EIF(EXHIBIT)-I]**
- 

**APPLICATION  
PROCEDURES  
ATHLETIC  
SUBSTITUTION  
CREDIT**

**The following are the procedures:**

1. **The student obtains an application in the counselor's office.[See EIF(EXHIBIT)]**
2. **The counselor, principal, and athletic coach must sign the application form.**
3. **Upon completion, the application and UIL schedule are mail or email the completed forms to the following:  
Director, Athletic Department [notifyathletics@dallasisd.org](mailto:notifyathletics@dallasisd.org)  
Dallas Independent School District  
2500 South Ervay, Dallas, TX 75215**

4. After the application is reviewed, a confirmation letter will be sent to the parents. A report will be sent to all counselors listing all approved athletic substitution physical education students. At that time, the counselor will input if necessary athletic physical education substitute on the student's schedule.
5. Athletic physical education substitution will not be on the student's schedule until approval by the District's Athletic Department.
6. Parents and students need to confirm that at the beginning of each semester and that a grade is being recorded for each six-weeks.
7. A new athletic physical education substitution application must be submitted each school semester.

FREQUENTLY  
ASKED QUESTIONS

Q: Who qualifies for Athletic Physical Education Substitution Credit?

A: Students who attend a magnet school and are able during their PE period to attend their home school's athletic period. This can be first or last period of the day.

A: Students who attend a magnet or students who attend their home school but their home schools do not offer athletics in tennis, swimming, or golf only. These students can qualify for athletic physical education credit by attending year round practices before or after school and complete the same procedures to obtain an athletic physical education substitution credit

Q: Is there a cost for athletic substitution credit?

A: No, there is no cost for this program

Q: How many days a week must a student be enrolled in the qualified activity?

A: A student must be enrolled in his or her supervised activity for five days a week. The student must participate a minimum of four days during the week (Monday through Friday) plus one additional day that may fall on either the weekend or during the week for a total of five days per week and complete their UIL schedule.

Q: How many hours must a student be in practice every day?



**A: The student must participate in at least 100 minutes per five day school week and not go over the UIL 8 hour practice week requirement. The number of hours must be spread over five days a week. The student must participate a mini-mum of four days during the week (Monday through Friday) plus one additional day that may fall on either the weekend or during the week for a total of five days per week.**

**Q: May an elementary or middle school student be enrolled in an athletic physical education substitute?**

**A: No, the program is only open to students in grades 9-12.**

**Q: Who changes the student's schedule to reflect athletic physical education credit?**

**A: After the application is approved in the department of athletics, the counselor at the student's home campus will change his or her schedule to reflect athletic physical education substitution.**

**ATHLETIC PHYSICAL EDUCATION SUBSTITUTION DISMISSAL FORM**  
**TO BE COMPLETED AND SIGNED BY THE UIL ATHLETIC COACH / ATHLETIC**  
**COORDINATOR**

Name of School or Facility \_\_\_\_\_

School Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Student \_\_\_\_\_ ID Number \_\_\_\_\_ UIL Sport \_\_\_\_\_

V/JV? Team made \_\_\_\_\_ UIL Start Date \_\_\_\_\_ End / Dismissal Date \_\_\_\_\_

UIL Coaches' Name \_\_\_\_\_ Email Address \_\_\_\_\_ Phone # \_\_\_\_\_

The above student mentioned quit the UIL sport team or was dismissed from the team for violations of team policy. The students' daily attendance, and a brief scenario should be written below. This form must be completed and returned to the athletic director and counselor at the student's attending school by the UIL Coach so the student can be denied physical education credit .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE FOLLOWING FORM MUST BE COMPLETED, SIGNED, AND DATED BY THE UIL COACH AND THE CAMPUS ATHLETIC COORDINATOR BEFORE THE DISMISSAL CAN BE PROCESSED. ADDITIONALLY, IF THE STUDENT WAS DISMISSED, IT WILL REQUIRE THE PARENT AND STUDENT'S SIGNATURE FOR NOTIFICATION. THE UIL COACH SHOULD NOTIFY THE DIRECTOR OF THE ATHLETIC DEPARTMENT AT (972) 749-2450

Coaches' Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_