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| **FROM THE OFFICE OF LEARNING AND COMPLIANCE SUPPORT SERVICES** |
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| **ACTION REQUIRED** |
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| TO:                            All Master Schedulers DISTRIBUTION:    Secondary Master Schedulers, Counselors, RegistrarsFROM:                     Angela Rolen, Coordinator of Learning and Compliance Support Services THROUGH:            Colleen Bohrmann, Senior Executive Director                                  Agnes Gonzalez, Director CC:                            Raul Salazar, Dr. Daniel Loudenback, Lieutenant Colonel Jerry Cheatom               SUBJECT:                Procedure for Awarding a Physical Education substitution credit DATE:                      Monday, April 10, 2023                                    The Texas Education Agency permits a P.E. substitution for students participating in Cheer, Dance Team, Pep Squad, Marching Band, and ROTC.  The information below indicates how a campus will award a P.E. substitute. Here are the steps the campus will take to award the P.E. substitution credit for **Cheer 1 (8141)**, **Dance Team 1 (8145)**, and **Pep Squad 1 (8171) if needed**. 1. After the 1st-semester campuses will receive a list of students who are enrolled in (Cheer 1 (8141), Dance Team 1 (8145), and Pep Squad 1 (8171)) and who have not yet earned a year’s credit in PE.

 1. Each campus will review the student lists with their Fine Arts department.

 1. After receiving campus administrative approval, the campus registrar will award credit on the student's transcript with a letter grade of a "P."
2. These are the course numbers that a campus will use to place the credit on the student transcript**; Cheer sub** (for Cheer 1) **6830**/ **Dance PE Sub** (for Dance Team 1 and Pep Squad 1) **6829.**

 1. Another student list will be provided at the end of the 2nd semester to repeat steps #1 - #4.

 Here are the steps the campus will take to award the P.E. substitution credit for **Band 1** **(6681)** and **Band 2 (6682)** for the **Fall**semester ONLY **if needed.**1. After the 1st-semester campuses will receive a list of students who are enrolled in Band 1 (6681) and Band 2 (6682) and who have not yet earned a year's credit in PE.
2. Each campus will review the student lists with their Fine Arts department.
3. After receiving campus administrative approval, the campus registrar will award credit on the student's transcript with a letter grade of a "P."
4. **M Band PE Sub (6831)** will be used for both Band 1 (6681) and Band 2 (6682) to award credit.
5. A list of students will not be provided after the 2nd semester. Students should only be receiving the PE substitution for the Fall.

 **ROTC 1**There are no additional steps for awarding the P.E. substitution credit for ROTC 1 (8441), it automatically awards the P.E. substitution credit, but counselors should be scheduling students accordingly: If a student joins ROTC 1 and has already received their year PE credit, then counselors should be scheduling students under ROTC 1 (8440) If you have any questions about the master scheduling process or for assistance, please contact Angela Rolen, Coordinator, Office of Learning and Compliance Support Services, at (210) 554-2485 or arolen1@saisd.net .    |
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