

## Physical Education (PE) Credit Flexibility Guide for WHHS Students

**What:** Credit Flexibility is a program offered by the state of Ohio that allows a student to receive High School (HS) credit for education realized through experiences outside of the classroom. Credit for required Physical Education (PE) can be earned by pairing out-of-school sporting activities with OH grade-level PE standards. (OH PE requirements: .5 credits in PE, normally achieved through taking two .25 credit PE classes, each 1 semester long. At WHHS, students can take these two classes anytime between 8<sup>th</sup> and 12<sup>th</sup> grade.)

**Why:** For a student already engaged in a rigorous and time consuming physical activity of their own choice, this program allows for extra room in a student's schedule to pursue scholastic opportunities of interest. Through Credit Flexibility, a student can receive PE credit for activities such as martial arts, dance, parcours, and, but not limited to, select sports. While there are many ways to do this, this guide is intended to help those students who are attempting to achieve PE credit through an organized sporting activity.

**How:** There are 3 basic steps to participating in the Credit Flexibility program: apply, participate and document the activity, and submit documentation for credit and grade.

**Step 1:** Apply to participate in the Credit Flexibility Program. **This must be done by May 19 in case more information or work is needed) for the fall or summer semester and Nov 30 for the spring semester, so plan in advance!**

1. Talk to your counselor about your plans.
2. Find the PE credit flexibility template for the grade you will be in when you do the activity. Templates are located online:  
<http://education.ohio.gov/Topics/Ohios-Learning-Standards/Physical-Education/Physical-Education-Credit-Flexibility>.
3. Download and print your template. Fill out the template (required), showing how your chosen activity will allow you to meet the standards outlined by the state of OH for PE in your grade level.
4. Talk to your activity coach/trainer/instructor. Obtain a letter (sample attached) from them saying that they are willing to supervise your activity and recommend a grade at the end of the semester.
5. Print out any training descriptions, class descriptions, brochures, etc that would better illustrate the activity and hours which will fulfill your PE requirement.
6. Fill out the online form by going to CPS-k12.org. Click on "academics," then "programs," and then "credit flexibility." Go to the bottom of this page, and click on "Online Application Forms," and finally, click on "Request to Participate in Credit Flexibility." **Do not worry about the requirements written at the top of the form, and do not submit online.**

7. After filling out the form online, print it and obtain required signatures.
8. Put together a packet with your signed application form, coach/instructor's letter and your completed PE credit flexibility template. Make a copy of this packet for your records. Take one copy to your guidance counselor. Ask him/her to look through your packet for completeness.
9. If your packet is complete, submit it to the Head of the PE and Health Department. This is currently Coach Kontsis, in room 2402. It would be a good idea to add a cover letter containing a quick explanation of your packet, your counselor's name and your email address in case Coach K. has any questions.
10. Coach K. will return your packet to your counselor indicating approval or disapproval. If you have not heard from your Counselor in 2-3 weeks, you should check with them to make sure that your packet has been approved.

**Step 2:** Participate and Document the Activity

1. Participate in your activity as you planned.
2. Keep a log (see attached sample log) of different activities and hours spent at each.
3. Gather and keep any awards, evaluations, or other documentation that might help to support your log.
4. At the end of the agreed upon time/activity, ask your coach/teacher to sign and verify your log and recommend a grade for your PE credit. (See attached sample log).

**Step 3:** Submit documentation for credit and grade.

1. Make a packet of your documentation (log, teacher signature and recommended grade, evaluations, etc). Copy your packet.
2. Keep one packet for yourself and turn the other in to your guidance counselor.
3. You should see credit and grade for you assigned PE semester shortly thereafter. If you do not, please contact your counselor.

Sample Letter from Instructor/Coach

Instructor/Coach Name  
Organization  
Address  
Email or Phone number

Health and Physical Education Department  
Walnut Hills High School  
3250 Victory Parkway  
Cincinnati, OH 45207

To Whom It May Concern:

I am aware that \_\_\_\_\_ is pursuing High School Physical Education credit through participation in \_\_\_\_\_. I am willing to oversee this student's participation in my program, and at the end of the semester, I am willing to verify said participation (by signing student's log) in my program. I am also willing to suggest a grade (A, B, C, D or F) based upon their cooperation, dedication and participation.

Sincerely,

*Signature*

Printed Name and Title

Sample Entries (for different sports) - Student Log

Date	Activity	Hours
8-22-16	Ballet Class	2.5
8-23-16	Ballet Class with choreography elective	2.75
8-25-16	Ballet Class	2.25
8-26-16	Ballet Class	2.5
8-27-16	Ballet Class with Performance	2.5
9-20-16	Ballet Class with Horton Stretching and Strength Training	2.75
10-22-16	Lobby Dancer for "Coppelia" at Cincinnati Ballet	2
9-19-16	Soccer Practice with endurance training	1.5
9-21-16	Soccer Practice	1.25
9-22-16	Soccer Practice	1.25
9-25-16	Soccer Game (2-0)	1.5
10-1-16	Soccer Tournament (2-0, 1-3), warm up, nutrition, sleep prep	4
10-2-16	Soccer Tournament (1-4) warm-up, nutrition, sleep prep	2
10-1-16	Scrimmage Kings Hammer 02	3
9-20-16	Tae Kwan Do class	1.5
9-22-16	Tae Kwan Do class	1.5
9-23-16	Assist Tae Kwan Do promotion	3
10-1-16	Tae Kwan Do Tournament (breaking, sparring, forms - placed 1 <sup>st</sup> in forms, age group)	6
10-4-16	Tae Kwan Do class - received tips in 3 skills	1.5
12-22-16	Semester Complete - Total Hours	45.25

Teacher Verification:

I, \_\_\_\_\_ verify that said student has accurately listed activities and hours completed in this program. I would recommend this student be given a grade of \_\_\_\_\_ (A =90-100, B=80-90, C=70-80, D=60-70, or F = not passing) for this PE credit.

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*Coach/Instructor Signature*