



*Ector County Independent School District  
802 N. Sam Houston  
PO Box 3912  
Odessa, TX 79760*

## **ECISD OFF-CAMPUS PHYSICAL EDUCATION PROGRAM**

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### **OCPE Application Procedure**

1. Students will be scheduled for Physical Education classes based on their physical education requirement needs until the OCPE Program approval has been granted.
2. Students may obtain the OCPE Program Application in the counselor's office or on the ECISD website.
3. Students must take the Application to the Agency to have the OCPE Coordinator complete the Individual Training Plan and sign the Application. Agencies and OCPE Coordinators **MUST** be on [ECISD's Approved Agency List](#).
4. Students must provide the OCPE Agency Coordinator with their student identification number, counselor name and contact information, including phone number, fax number and email address.
5. Students must obtain their school counselor's signature on the OCPE Program Application.
6. Counselors will conference with students to discuss graduation requirements and scheduling needs, and will communicate that students will stay enrolled in the appropriate PE class, if necessary, until the ECISD Physical Education Coordinator either approves or denies the student's application.
7. Parents should keep a copy of this Application for their records.
8. The OCPE Program Application must be **received at the ECISD Instructional Student Support Office by mail, fax or hand delivery 2 weeks prior first day of each semester by midnight. Deadlines will be strictly enforced.**
9. After Applications are reviewed, confirmation emails will be sent to students' counselors. Counselors will then notify students and make appropriate schedule changes. OCPE will be displayed on students' schedules and report cards. **OCPE will not appear on students' schedules until approved by the ECISD Campus Counselor's Office.**
10. Parents and students should confirm that OCPE appears on students' schedules at the beginning of each semester and that students have received a numerical grade on their report cards.
11. A new OCPE Program Student Application must be submitted each school year