



## Off-Campus Physical Education Program Attendance and Grade Report

This form is to be used to document the student's grades and attendance. This form **MUST** be completed by the Instructor/Coach and returned to the school admissions coordinator by email or fax. Do **NOT** call in grades. Grades must be in written form. Facilities must refer to the current Banff School Academic calendar for the last day of each nine weeks. It is the facility's responsibility to know each of the Banff School student's admissions coordinator contact information. Please put "OCPE Grades" in the subject line when you email. All grade reports must be included as an attachment using this form for each individual student. Parents and/or students are NOT allowed to deliver this information. Failure to meet these requirements may lead to your facility being removed from the Approved Facility List.

ATTENTION: (Admissions Coordinator's Name)	Admissions Fax #:
School:	

***GRADES ARE DUE THE DAY BEFORE THE LAST DAY OF EACH GRADING PERIOD.***

Name of Student:	Grade Level:
Numerical Grade (0-100) A= 90-100      D= 70-74 B= 80-89      F= Below 70 C= 75-79	Absences: _____ Number of Absences _____ Dates of Absences
Conduct Grade (circle one) E= Excellent      I= Improvement Needed S= Satisfactory      U= Unsatisfactory	<b>E                      S                      I                      U</b>
End of Grading Period (circle one) 1 <sup>st</sup> = 10/16/14      3 <sup>rd</sup> = 03/16/15 2 <sup>nd</sup> = 12/19/14      4 <sup>th</sup> = 05/28/15	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4th

**VERY IMPORTANT – FACILITY MUST COMPLETE THIS SECTION**

Off-Campus Activity \_\_\_\_\_ Facility Name \_\_\_\_\_

Instructor Name \_\_\_\_\_ Instructor's Phone \_\_\_\_\_

Instructor's Email \_\_\_\_\_ Instructor's Fax \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date