

## Columbia Prep School

### Out-of-School Physical Education Application Guidelines

**Please Note: Once you submit an application, approval will take two weeks. You should continue to attend your scheduled PE class for two cycles until you receive an email from Ms. Dean about your application. You may submit an application before the semester begins.**

1. Students in grades 10 through 12 are eligible for out-of-school physical education exemptions.
2. Completion of the application is not necessary if you participate in a CGPS athletic team. Coaches will advise the PE department of your participation and once the season ends, you will be required to return to your scheduled PE class.
3. Approved out-of-school activities must occupy the equivalent amount of time as the scheduled PE class each week.
4. If the out-of-school activity lapses or ends before the end of the semester, the student will be required to return to his/her scheduled PE class.
5. Students may apply for exemptions by semester only. Year-long exemptions will not be granted.
6. Once your form is completed, turn it into Ms. Dean in person. She will ask you questions regarding your activity.
7. Approval includes confirming the information on the application and will take two weeks. Therefore, you must continue attending your scheduled PE class for two cycles until Ms. Dean sends you approval for an exemption via email.

Columbia Prep School

Out-of-School Physical Education Application

Name \_\_\_\_\_ Grade \_\_\_\_\_

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1. What activity will you be participating in? \_\_\_\_\_

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2. Circle which semester you are applying for? (Note: You may apply for only one semester at a time.)                      Fall or Spring

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3. What is your scheduled PE class?  
Course Name \_\_\_\_\_ Teacher \_\_\_\_\_  
Meeting Times (include channel and days) \_\_\_\_\_

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I understand that attendance in my scheduled PE class is mandatory until I receive out-of-school exemption approval from Ms. Dean via email.

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Please fill in the following information:

Activity \_\_\_\_\_ Facility \_\_\_\_\_

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

Instructor \_\_\_\_\_ Instructor Phone \_\_\_\_\_

Days per week \_\_\_\_\_ Time of Activity \_\_\_\_\_

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To the instructor: Ms. Dean will be contacting you to verify the above information.

By signing this application, I am confirming that the above student is involved in the stated activity during the given times for the duration of the semester. If this should change before the end of the semester (mid-January for 1<sup>st</sup> Semester and late May for 2<sup>nd</sup> Semester), please notify Ms. Dean at [jdean@cgps.org](mailto:jdean@cgps.org) or (212) 749-6200 x366.

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Please turn this form into Ms. Dean IN PERSON. The approval process will take **two weeks** after you submit your application. Therefore, you must continue attending your scheduled PE class for two cycles. You will be notified of approval by email.