



**WOODLANDS ELITE**  
**OFF CAMPUS PHYSICAL EDUCATION**  
**STUDENT/ PARENT HANDOUT**

Woodlands Elite is proud to be recognized by the Texas Education Agency as a “Professional Training Facility” that your athlete may be a part of for the 2018-2019 school year. This will be our 16<sup>th</sup> year that we will partner up with many local school districts to offer the “Off Campus Physical Education” (O.C.P.E.) program. WE will keep detailed records of each athlete’s paperwork and commitment.

Below are the appropriate steps needed to participate in O.C.P.E. Program:

1. Submit the School Off Campus PE Application to any WECC front desk.
2. After submitting School OCPE Application you will then receive Woodlands Elite student/parent handout, which will require your signature and \$50 administration fee.
3. Jasmine Arnold will be named as your athlete’s instructor on all paper work. **Phone:** 281-681-1253 EXT 101 **Email:** jasmine@woodlandselite.com
4. Once approved Jasmine Arnold will send your signed application for you to turn into the school. Please allow 3-5 business days for completion.
5. Each school district has a different set of guidelines and procedures for submission for all paper work and absences. Please familiarize yourself with your districts expectations.
6. Jasmine will submit your grading sheets and forms based on your districts guidelines and procedures.



**STUDENT/COUNSELOR INFORMATION**

Student Name: \_\_\_\_\_

School District: \_\_\_\_\_

School Name: \_\_\_\_\_

Counselor Name: \_\_\_\_\_

Counselor Email: \_\_\_\_\_

Payment Method/Date Paid: \_\_\_\_\_

OCPE Grading Form Due Dates (MUST HAVE):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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STUDENT/ PARENT ACKNOWLEDGEMENT**

I understand it is our responsibility to submit the completed School Application form to the WECC front office for approval. I understand I must complete the signed WECC student/parent handout and pay the \$50.00 O.C.P.E. fee before receiving signed school O.C.P.E. forms.

\_\_\_\_\_ **Athletes initials** \_\_\_\_\_ **Parent initials.**

If you have any questions, please feel free to contact Jasmine Arnold at [jasmine@woodlandselite.com](mailto:jasmine@woodlandselite.com) or via phone at 281-681-1253 ext. 101. Thank you!