



Saint Joseph Regional School
92 Wilson Street
Keene, NH 03431

Phone 603/352-2720
Fax 603/358-5465
www.stjosephkeene.org

Pre K-Grade 8

Our Lady of Mercy Academy
161 Main Street
Keene, NH 03431

Phone 603/352-2720
Fax 603/358-5465
www.mercyacademykeene.org

Grades 9-12



**OUR LADY OF MERCY ACADEMY
REQUEST FOR DIRECTED PHYSICAL EDUCATION CREDIT**

Student name _____ Year of Graduation _____

Home phone _____ Mobile phone _____

Email address _____

The requirements and process for submission are on the reverse of this form.

1. I am requesting that _____ Name of physical activity/sport _____ **satisfy a 0.5 Physical Education semester credit requirement for OLMA.**
Date _____ Student Signature _____
Parent/Guardian Signature _____

2. Beginning of the season
I verify that the above named student has met with me and explained their intent for their physical activity/sport for this semester.
Date _____ Athletic Coordinator Signature _____
Dean of Students Signature _____
Email address of instructor/coach of the activity. _____

3. End of the season
I verify that the above named student has successfully completed and fulfilled all of the requirements for a participant of _____ Name of physical activity/sport _____ during the _____ Fall/Winter/Spring season.
Date _____ Instructor/Coach Signature _____
Student Signature _____

4. I have reviewed this form, the Activity Time Log, and the final reflection submission and support the request to obtain 0.5 Physical Education credit for the above listed approved physical activity/sport.
Date _____ Athletic Coordinator Signature _____

5. Received/recorded on transcript by Liberty Ebright, Dean of Students.
Date _____ Dean of Students Signature _____

Original: Dean of Students

Copy: Athletic Coordinator

Copy: Student/Family



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REQUIREMENTS TO COMPLETE DIRECTED PHYSICAL EDUCATION CREDIT REQUEST

In accordance with Our Lady of Mercy Academy (OLMA) graduation requirements, students may receive a maximum of 0.5 credit toward the PE credit requirement for participation in an approved physical activity or sport. A student must meet the following requirements:

- Participation must be one full season of OLMA approved physical activity or sport.
- The coach/instructor of the sport/physical activity will determine whether the student participated in one full season. Full season participation is defined as attending approximately 80% of practices and/or competitions/classes. Students are required to keep track of their participation hours daily by completing the attached Activity Time Log. The total number of hours must be at least 60 in a 90 school day period.
- The student must complete a written reflection documenting knowledge and understanding of the six core competencies related to physical education. This reflection is due two weeks prior to the end of the semester.
- The student must submit a completed Request for Directed Physical Education Credit form and Activity Time Log with the Athletic Coordinator's approval to the Dean of Students within the same academic year of participation.
- Successful completion will grant .5 credit toward the student's PE graduation requirement. Credit will be given Pass/Fail.
- Students **MUST** complete their PE requirements BEFORE their senior year.

PROCESS FOR SUBMISSION:

1. Student reviews process with parent, and both student and parent sign form agreeing to follow program requirements.
2. Student reviews request with OLMA Athletic Coordinator and obtains signature of Athletic Coordinator and Dean of Students.

The student informs the coach/instructor of the sport/physical activity at the beginning of the season that they are interested in earning directed physical education credit for participation that season.

3. At the end of the season the student requests that the coach/instructor verify they have met the requirements above and signs the completed form. The coach/instructor should refuse to sign the request if the student has not met the requirements.
4. The student provides the Athletic Coordinator with the completed request form and Activity Time Log to verify that all requirements have been met and signs the request form. The student submits their written reflection to the Athletic Coordinator for review/grading.
5. The Athletic Coordinator provides completed requests to the Dean of Students for posting. The Dean of Students will post the credit to the student's transcript.

I have read and understand the above requirements for the Directed Physical Education Credit Request.

Date _____ **Student Signature** _____



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OUR LADY OF MERCY ACADEMY DIRECTED PHYSICAL ACTIVITY TIME LOG

Student Name _____

Sport/Physical Activity _____

Location of Activity _____

Directions: Write the number of hours each day in the correct box. Time should be registered in quarter increments, e.g. .25, .5, .75 or full hours. 45 minutes = .75. Please round off to the fullest quarter increment. The total number of required hours must equal at least 60 in a 90 school day period.

	1	2	3	4	5	6	7	8	9	1 0	1 1	1 2	1 3	1 4	1 5	1 6	1 7	1 8	1 9	2 0	2 1	2 2	2 3	2 4	2 5	2 6	2 7	2 8	2 9	3 0	3 1					
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May																																				
June																																				

Total number of hours: _____ (must not be less than 60)

Coach/Instructor Name _____

Signature _____ Date _____