

## BOARD OF EDUCATION POLICY 5460

Students who have participated in interscholastic athletics, marching band, show choir, or cheerleading for at least two full seasons while enrolled in grades 9 through 12 may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half unit of at least sixty hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements. A student who has participated in the junior reserve officer training corps for at least two full school years while enrolled in grades 9 through 12 may be excused from the high school physical education requirement and may use credit for such participation to satisfy the requirement to complete one-half unit in another course of study.

### How the PE Waiver process works:

1. School Counselors provide the online form link to the student, [PE Waiver Online Application](#)
  - a. School Counselors should inform the students that they will need to have a personal email address due to the Adobe Sign Application doesn't accept CCS Student Email addresses for electronic signing.
  - b. Students will need to have the following information ready to input on the form:
    - i. Student name
    - ii. Student ID #
    - iii. Student personal email address
    - iv. Home High School
    - v. Activity 1 and years completed
    - vi. Activity 2 and years completed
    - vii. Both coaches or directors email addresses
    - viii. Parent email address
    - ix. School Counselor email address
2. Once a student completes the online form, a district representative will review the application information that was submitted by the student for accuracy.
3. After the information is reviewed, an online PE Waiver will be created and emailed to the student to start the electronic signing process.
  - a. Students will be required to complete the form with their name, student ID #, home school, both activities and years they participated in the activities.
  - b. The last step for the student is to sign the document electronically.
4. When the student signs electronically, the form is automatically emailed to the coaches/directors of the activities, the parent, the guidance counselor and then the district representative (**one at a time in that specific order**).
5. After the last electronic signature is received, a final/approved PE Waiver (PDF) is emailed to all parties that signed the document electronically.
6. School Counselors will then upload a copy of the approved PE Waiver into Infinite Campus and indicate "exemption" in the grade tab.
7. If there are circumstances out of the students control, a paper copy can be printed out and completed from the following link, [PE Waiver Paper Application](#).
  - a. Once the paper form is completed, the student should scan the document into an email and submit to Dr. Don Cain at [dcain7245@columbus.k12.oh.us](mailto:dcain7245@columbus.k12.oh.us).
  - b. When the district representative approves the paper copy waiver, the paper copy will be converted into an electronic document so the approved waiver can be emailed to the guidance counselor to upload into the student's Infinite Campus grade tab and marked exempt.

8. Additional information can be found on the district's PE Waiver website on the following link, [CCS PE Waiver Website](#)

If you have any questions or need assistance please contact Dr. Don Cain directly at [dcaïn7245@columbus.k12.oh.us](mailto:dcaïn7245@columbus.k12.oh.us) or 380-997-6211 x76211 and he will assist you and your students.