

# Spring 2021 • PE WAIVERS

## Waiver Process

1. Student provides Student ID number, grade level and SLC to the coach.
2. Your coach will print and complete all parts of the waiver.
3. Your coach writes a letter on company letterhead
  - a. **Letter Requirements:**
    - i. MUST be on letterhead
    - ii. Your name and the date
    - iii. Your coach's contact information
    - iv. Assurance that you are meeting state physical standards and competencies through the activity
    - v. The specific number of hours you will be doing the activity - **minimum of 60**
    - vi. The coach who writes and signs the letter MUST also sign the waiver in the beginning of the semester & at the end.  
**Remember all coach signatures must be by the same coach.**
4. Must provide proof of registration and/or billing statement from the organization where you plan to complete your PE credits requirement. The registration must be current to Spring 2021 and must have the student's name showing he/she is registered.
5. **Your Coach** must email the PE Waiver Form, letter, and proof of registration to [pewaivers@berkeley.net](mailto:pewaivers@berkeley.net) no later than **Friday, January 15, 2021**. The coach and the student will receive a confirmation receipt that all documents have been received and are being reviewed.  
**Do not lose it, you will not be provided another copy.**
6. Once you have completed your hours, have the same coach sign and email the original copy of the waiver with the additional signature to [pewaivers@berkeley.net](mailto:pewaivers@berkeley.net) by **Friday, April 23, 2021**.
7. **Remember, your activity must:**
  - Be a structured athletic program, or a competitive (state-sponsored) team sport.

- Include at least five hours of structured activities per week -- at least 60 hours for the semester.

OVER ▢

Here are a few examples...

Activities that ARE accepted for PE waiver:	Activities NOT accepted for PE waiver:
A league soccer team	Your PE class at BHS
A professional dance company	A dance group you started with friends
A martial arts class	A personal trainer
Berkeley YMCA Teen Program *	Working out in your neighborhood gym *

*\* At present, the Berkeley YMCA is the only gym with a BHS PE waiver program. For information please call 510-655-3242*

**6. Questions?** email: [pewaivers@berkeley.net](mailto:pewaivers@berkeley.net)