

Community Program PE Exemption Coach's Letter Template

MUST BE ON COMPANY/PROGRAM LETTERHEAD

[Date of Letter]

Community Program PE Exemptions Team,

This letter confirms that **[Student's first name, last name, and student ID #]** is registered for the **[Fall/Spring] [Year]** season of **[Name of Program]**. Through participation in our program, this student will meet state physical standards and competencies.

Workouts will be monitored by coach[es] and include but not be limited to **[list of example workout activities]**. Participants will meet on **[specify days of the week program operates]** for **[specify number of hours the student will be doing the activity weekly- minimum of 5 hours]** hours per week. Overall hours for the season will be **[specify number of hours the student will be participating in the program - minimum of 60 hours]**.

Coach's Name

Title Within the Program

Coach's Email Address

Coach's Phone Number