



**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
**San Juan Capistrano, CA 92675**

**EXPLANATION OF THE IPE PROCESS FOR ATHLETES**  
**2024-2025**

Course Code #7292

1. All students (including those who were previously enrolled/approved for IPE) will need to apply for IPE for the 2024/25 school year by following the below steps:
  - A. Parents to fill out the [IPE Application](#).
  - B. Parents submit this application to their school site for approval/denial
  - C. School site IPE Coordinator approves or denies IPE application. If the application meets CUSD IPE [Sports Qualifications](#), the site administrator will approve it.
    - a. If the student is approved, enter information in all columns on this [Google sheet](#)
    - b. If students are added to this sheet after the first day of the school year, email Justin Green at [jpgreen@capousd.org](mailto:jpgreen@capousd.org) so he can notify the students and parents
      - i. If this step is not done, the teacher will not know to add the student, and the parent/student will not officially be added to the course
2. If the IPE application is denied, the school Site Coordinator contacts the parent and explains the reason for the denial. The Site Coordinator then follows up with the [Denial Letter/Level 1](#), which the Site Coordinator emails to the parent.
3. If the parent chooses to appeal the denial, then the parent submits the appeal to Site Administration.
4. If the Site Administration approves the appeal, the Site Coordinator follows the steps outlined in step 1C above.
5. If the appeal is denied, the school site notifies the parent and sends an Appeal Denial [Letter/Level 2](#). If the parent elects to appeal the denied appeal, the parent submits a formal complaint to CUSD.

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