

**Scarsdale High School**  
**Music & Performing Arts Department**

**TO:** All Private Teachers, Parents and All Students Participating in the Applied Music Program

**FROM:** SHS Music & Performing Arts Office

**LETTER OF INFORMATION**

This digital packet contains all of the information and forms needed for participation in the Applied Music Program. Teachers, parents, and students should discuss the contents of the **Applied Music Course Description Form** before applying. *Please download copies of this information page for students, parents, and private teachers.*

**TO PRIVATE MUSIC TEACHERS:**

You should receive the following from each of your students participating in this program:

**Four** copies of the **Quarterly Grade Report**. Each quarterly grade should reflect only the work accomplished during that time period. Please keep accurate records for your students. You must submit a completed form for each student to the performing arts office before the close of each marking period. Any student not receiving a grade by the deadline will received an “INCOMPLETE” for that quarter.

Deadline dates are listed below. Please adhere to them, and submit via email by the deadline to the Performing Arts Department Director: **Lforte@scarsdaleschools.org**. Only forms mailed directly from you will be accepted. Students should not submit the grading form.

**TO STUDENTS:**

- The **Application for Applied Music Credit** form must be completed and filed with the Performing Arts office by **October 30, 2020**.
- One **Practice Record**, signed by a parent or guardian, must be submitted quarterly via email to the Performing Arts Director: **Lforte@scarsdaleschools.org**. Please mark the due dates noted below on your calendar.

**You must register for this course with your dean.** If you have any questions, please call the Music & Performing Arts office at 721-2485.

**Deadline dates for private teacher grade reports and student practice records:**

Marking Period	I	-	November 13, 2020
Marking Period	II	-	January 22, 2021
Marking Period	III	-	April 9, 2021
Marking Period	IV	-	May 25, 2021