



## GENERAL INSTRUCTIONS FOR TEACHERS

Please complete and print all forms and return to your designated area by the registration deadline.

### CONTENTS OF TEACHER PACKET

- Syllabus Registration Form (page 3 of these instructions)
- Student Entry Blank
- Student Evaluation Report
- Teacher Conference Form
- Request Form for Scheduling
- Order of Syllabus Evaluation Form (only if needed)
- **One** Check for all Evaluations, Conferences, and Registration Fees
- Print of current MTNA membership card
- Self-addressed and *stamped* envelope

### REGISTRATION FORM (page 3 of these instructions)

Print as necessary. List student's names on this form *in the order of Syllabus Level*. Include teacher conference. **If you have more than 3 hours of adjudication, you must have a 25-minute conference instead of a 15-minute conference.** See specific requirements on conferences under "Teacher Conference Form". Carefully check times and fees (to see that the program handled it properly). **As a teacher, you are required to attend your students' evaluations.** You are expected to monitor the behavior of your students and their families while they wait to be evaluated. You are expected to help your student have their music in order (with measures numbered, especially for Upper Division repertoire) and to introduce your student to the adjudicator at the beginning of their evaluation. If you are unable to monitor yourself, you must assign a monitor to take care of these responsibilities and inform your district chair and hostess.

### STUDENT ENTRY FORM

Print and fill out one for each student. A student must have studied a minimum of 6 months with the present teacher. Repertoire must not exceed  $\frac{1}{2}$  of the evaluation time. If repertoire is approaching  $\frac{1}{2}$  the evaluation time, teachers are strongly advised to buy extra time in order for the student's complete repertoire to be heard. Students playing non-memorized repertoire for Upper Division or Auditions must provide an extra score for the adjudicator (with measurers numbered) —**NO PHOTOCOPIES OR XEROXED MUSIC!** (The student will be disqualified!). Printed "CD Sheet Music" is acceptable. Please present this type of music in a binder, without staples, for easy access by the adjudicator. Other legal sources will be considered as technology advances.

Please print neatly, filling out completely. Be sure to include performance time.

### STUDENT EVALUATION FORM

Print one "level-appropriate" Student Evaluation Form for each student and complete student's name. The adjudicator will provide a written evaluation of the student on this form.



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### TEACHER CONFERENCE FORM

***Beginning in June 2004, all teachers are required to schedule at least a 15-minute conference in both the Fall and Spring.*** The Spring Conference may be scheduled either during Lower Division or Upper Division Evaluations (i.e., you are not required to have a conference at both Spring evaluations). If you have more than 3 hours (total) of adjudication, you must have a 25-minute conference. For teachers having more than one full day of adjudication, the same rules apply for the second day.

### REQUEST FORM FOR SCHEDULING

Print as necessary. Narrow down your choices for Syllabus times to two. Students must enter Syllabus in their teacher's area during the scheduled dates. Once the schedules are typed there can be no changes. Please, don't ask!

**\*THERE WILL BE NO MAKEUPS OR REFUNDS\***

### ORDER OF SYLLABUS EVALUATION FORM

Students will be scheduled in the order you list them on the registration form, according to their Syllabus Level. Complete this form **only** if you want your students evaluated in an order different from your registration form.

### CHECK

Make **one check** for all fees, payable to OMTA (your chapter). **NO CASH.**

### CURRENT MTNA MEMBERSHIP CARD

A copy of your current MTNA membership card is required. Non OMTA members may enter students in Syllabus by submitting a Participation Fee which equals twice the cost of current district, state, and MTNA membership fees, in addition to the registration fees listed above (as stated in the Standing Rules, page 5, found on the OMTA website). This also applies to teachers who's membership has expired.

### SELF-ADDRESSED STAMPED ENVELOPE

Put your own address and a **stamp** on the enclosed envelope. Your syllabus schedule will be mailed to you in this envelope.

### ADJUDICATOR EVALUATION FORM

To be completed within 30 days *after* the syllabus event and returned to the name & address on the form.

### SPRING UPPER AND LOWER DIVISION ENTRIES NEED TO BE SENT IN SEPARATELY.

### IN GENERAL

- Please be considerate of your committee!
- OBSERVE DEADLINES!!
- Do not ask for special consideration!
- Volunteer to help!

**PLEASE REMEMBER TO DIRECT ANY QUESTIONS TO YOUR CHAIR.** (Contacting your adjudicator directly is inappropriate.)

**THANK YOU FOR YOUR COOPERATION!**