



SYLLABUS SCHEDULING REQUESTS

OMTA – PORTLAND DISTRICT

Teacher number _____
(for committee use only)

COMPLETE THIS FORM AND RETURN IN YOUR SYLLABUS PACKET

1. Use the registration form to determine the total time you will need for your students' evaluations.
2. You are responsible for communicating with your student's families so all of the students involved can take their evaluations during either of two time choices.
3. Determine two periods of time when all of your students are available and enter your choices below. It is important for you to list a first AND a second choice.
4. Adjudication is limited to 7 hours per day. If you have more than 7 hours, contact your area chairman.
5. You, as the teacher, are required to be present during all student exams. If you are unavailable, assign a monitor to act in your place. Make sure to notify your Syllabus Chairperson of your absence.

Example 1:

Total time needed – 2 hours & 45 minutes
First choice – Saturday, April 2, PM
Second choice – Sunday, April 3, PM

Example 2:

Total time needed – 6 hours
First choice – Friday, April 1
Second choice – Sunday, April 3

TEACHER _____ **TELEPHONE** _____

TOTAL TIME NEEDED (include teacher conference) _____

FIRST CHOICE (include day and date) _____

SECOND CHOICE (required) _____

Any schedule conflict that you want the schedulers to consider _____

Your assistance is necessary to make Syllabus run more effectively for both you and your students.

Please consider how you can help:

_____ • Offer your studio for evaluations (grand piano required for upper division piano)
When? _____
(You will be contacted to confirm the use of your studio.)

_____ • Telephoning (one hour or less & within one day of notification)
e-mail very helpful. Your e-mail address: _____

_____ • Some specific task (to be discussed & according to your schedule)

_____ • Donate \$25 in lieu of volunteering (check payable to OMTA-Portland District)