

Sample Parent Letter: Beginning of Recruitment Process

The following paragraphs may be useful in developing a letter that might work for your situation when contacting parents about your beginning music program.

Each year at this time, students eagerly wait their turn to join our music program. The study of music could be one of the most valuable components in your child's education. Current research shows that playing an instrument increases brain development and—along with developing responsibility, mental discipline, teamwork and self-esteem—will provide enjoyment and fulfillment while fostering a lifelong appreciation of music.

As part of the initial process of identifying interested students, we give a musical aptitude survey to all of the students in your child's grade. We are pleased to report that your child's results were very favorable and that your child is considered a good candidate for the school's instrumental music program.

Our beginning instrumental music class for next year is now being organized. A registration meeting has been scheduled for [day and date] at [time] at [place]. It is important that you attend this meeting as I will review the schedules, provide information about lessons and describe the various instruments as well as answer any questions you may have. We understand you have a busy schedule so the meeting will be short, but informative.

All instruction is free and all that is necessary is for you to obtain an instrument for your child. A quality instrument is the most essential piece of equipment needed for your child's success. Although you may certainly consider the purchase of an instrument for your child at some point, I have asked a representative from _____, our music dealer, to attend our registration meeting to review the reasonable rental plan they have available.

Music is a precious element of daily living. I know that you agree that every child should have the opportunity to participate in music-making, to develop an appreciation for it, and to tap into their hidden talents through the study of it. You can learn more about our program by visiting our website at:

_____.

I look forward to seeing you at the meeting. If you have any questions, feel free to call me at [phone number] or e-mail me at [e-mail address].

Please complete and return the questionnaire before [date]:

I would like my child to enroll in: beginning band _____ orchestra _____ guitar _____ mariachi _____

I will attend the parent meeting: Yes _____ No _____

I have a schedule conflict; please call me at: _____ or _____

Name of Parent or Guardian: _____

Street Address: _____ City: _____ Zip: _____

Home phone: _____ Cell phone: _____ Email: _____

Name of Student: _____

Student phone: _____

Do you have an instrument? Yes ___ No ___ If yes, what instrument? _____

Is there a specific instrument that your child is most interested in playing? _____

Please specify your preferred method of contact: Home Phone ___ Cell phone ___ Email ___ Letter _____

Sample Forms

Sample Student Evaluation by Classroom Teacher

It is recommended that you consider using Google Forms to create a more streamlined method for responses.

Student Name _____ Grade _____

1. Scholastic level:

- A. Outstanding
- B. Good
- C. Average
- D. Poor

2. Scholastic Capabilities:

- A. Outstanding
- B. Good
- C. Average
- D. Poor

3. Work Habits:

- A. Outstanding
- B. Good
- C. Average
- D. Poor

4. Self-Discipline:

- A. Outstanding
- B. Good
- C. Average
- D. Poor

5. Cooperation with Teacher:

- A. Outstanding
- B. Good
- C. Average
- D. Poor

6. Cooperation with Others:

- A. Outstanding
- B. Good
- C. Average
- D. Poor

7. Motivation:

- A. Outstanding
- B. Good
- C. Average
- D. Poor

8. Recommendations:

- A. Student would be a credit to band/orchestra
- B. Band/orchestra could improve this student
- C. Participation questionable
- D. Comments _____

For Directors Only:

Test Score

Recommended Instrument

Sample Telephone Recruiting Script

Hello, my name is _____. I am calling for _____, the band/orchestra/guitar/mariachi director at _____ [school.] In the recently conducted survey of the _____ grade students at _____ school, _____ [their child's name] had a very high music aptitude rating and showed a lot of interest in learning to play an instrument. We hope you will encourage _____ [their child's name] by giving him/her the opportunity to join our fine instrumental music program.

Sample Instrumental Music Recruiting Meeting Survey

(To be filled out by the parent)

Student's Name _____ Parent's Name _____

Street _____ City _____

Phone _____ School _____ Grade _____

What instrument is your child interested in learning? _____

Do you have that instrument? Yes ___ No ___

Comments: _____

Sample Instrumental Music Progress Report

Dear Parent,

This letter is to inform you of your child's progress in our music program. The students have been given weekly assignments to study and practice. The evaluation of all students is based on these assignments plus the level of achievement they demonstrate during class.

Factors considered include the comprehension of the music being studied as demonstrated by your child's performance in rehearsal, attentiveness in class, and assorted homework assignments which include studying and practicing at home.

I am happy to say that _____ [student's name] is doing very well.

The following are my suggestions for continued improvement:

Please call (phone number) _____ or e-mail (e-mail address) _____

if you have any questions or concerns.

Sample Report to Parent

(Be sure that this is printed on letterhead if given to the student to take home to the parent. You might also consider emailing it directly to the parent, however please ask parents ahead of time what their preferred method of contact will be – phone, email, letter, etc.)

Date: _____ School: _____ Call: _____

First, let me thank you for helping me to help your child. I thought it might be helpful for me to provide you with an update regarding _____ [student's name] progress in band/ orchestra/guitar/mariachi.

After you have read through the information below, please sign and return this letter. Feel free to call me at _____ [phone number] if you have any questions regarding your child's progress.

1. Class preparedness is: Excellent Good Fair
2. Completion of required work is: Excellent Good Fair
3. Progress is: Excellent Good Fair
4. Attitude in Class is: (Ex. Cheerful and cooperative, in need of improvement): _____

5. Was absent on the following days: _____
6. Was tardy on the following days: _____
7. Attended class without: Instrument _____ Music _____
8. Assignment not prepared on: _____ Today's assignment is: _____

9. Needs the following materials: _____
10. Instrument needs the following repair: _____

Comments: _____

Parent/Guardian Signature _____ Date _____

Sample Request for Parents to Participate in the Parent Support Group/Booster Organization

(Reminder to disseminate via Google Forms, when possible)

Name: _____

Home Phone: _____

Address: _____ ZIP Code: _____

Place of Employment: _____ Work Phone: _____

Work E-mail: _____ (used only in case of emergency)

Spouse's Name: _____

Place of Employment: _____ Work Phone: _____

Work E-mail: _____ (used only in case of emergency)

Preferred method of contact: _____

Student's Name: _____ School: _____

I/We would like to assist the music program in the following ways (please check all appropriate areas):

- Telephone Committee
- Publicity Committee
- Programs (printing, designing, etc.)
- Ushering at concerts
- Assisting teacher during the day — administration and/or office work
- Transportation for special concerts, rehearsals or performances
 - during the daytime or at night or weekends
- Chaperoning student activities
- Planning student activities (parties, trips, etc.)
- Providing baked goods (student refreshments, receptions, etc.)
- Aid in setting up for concerts
- As needed

Other (Please comment):

_____ Date: _____

Student Exit Survey: Check List

Name _____ Date _____

Please check all that apply:

Equipment:

Does this student use a school instrument? Yes No

Relocating:

- Moving out of the district
 Moving within the district to _____

Conflict:

- | | |
|--|--|
| <input type="checkbox"/> With present instructor | <input type="checkbox"/> With outside school activities |
| <input type="checkbox"/> With next instructor | <input type="checkbox"/> With music selection |
| <input type="checkbox"/> With instructor at the next level | <input type="checkbox"/> With boredom |
| <input type="checkbox"/> With schedule | <input type="checkbox"/> With other band students |
| <input type="checkbox"/> With 5th grade recess | <input type="checkbox"/> Not my kind of group |
| <input type="checkbox"/> With 6th grade rehearsal time | <input type="checkbox"/> I'm a better athlete and they want me to choose |
| <input type="checkbox"/> With marching band | <input type="checkbox"/> My parents want me to concentrate on academics |
| <input type="checkbox"/> With concert band | <input type="checkbox"/> This isn't what I thought it would be |
| <input type="checkbox"/> With athletics | |
| <input type="checkbox"/> With other school activities | |

"I've lost interest" What does that really mean?

- | | |
|---|--|
| <input type="checkbox"/> It's too hard | <input type="checkbox"/> I'm afraid of playing by myself |
| <input type="checkbox"/> I feel more rewarded in something else | <input type="checkbox"/> I play the wrong instrument for jazz band |
| <input type="checkbox"/> It takes too much time | <input type="checkbox"/> Too costly |
| <input type="checkbox"/> I'm not good enough | <input type="checkbox"/> Seems to control my life |
| <input type="checkbox"/> I don't feel good about my efforts | |

I'm afraid of the future in band: What specifically are you afraid of:

- | | |
|--|---|
| <input type="checkbox"/> Competition | <input type="checkbox"/> Physical part of marching band |
| <input type="checkbox"/> Time commitment | <input type="checkbox"/> I'm not good enough |

Notification received via: (check appropriately)

- Parent Note Parent phoned Guidance office

No notification. Action taken:

- Parent contacted by phone or email Parent conference held No action was necessary Other

Comments:

Feel free to provide additional information on the reverse side of this form. Thank you.