

MUSIC DEMONSTRATION SCHOOLS PROGRAM
APPLICATION 2010-2013
Instructions for School-wide Forms

Directions: Before beginning this section, please review the document labeled **Overview and Protocols** to learn about the application package and how to name the documents for this application. Items listed in this section are to be completed only once per applicant school.

Step 1: Submit a **Letter of Intent to Apply** (evidence I-B) from the applicant school's principal attesting that all music teachers in the applicant school:

- are certified in K-12 Music Education and,
- at the time of fall 2009 site interviews, will have been employed in their current teaching assignments for a minimum of two full years.

Please Note: If a school has three (3) or more full-time, certified music teachers returning, with only one new music teacher, the school may apply. The new music teacher must have completed one full year at the time of the fall 2009 site reviews.

This letter must be on official school letterhead with the principal's original signature and postmarked no later than Thursday, February 26, 2009.

Mail letters to:

Dr. Linda Lovins, Arts Education Specialist
Florida Department of Education
325 West Gaines Street, Suite 432
Tallahassee, FL 32399-0400

Step 2: Provide an **electronic copy of this letter** (evidence I-B) with the completed application materials. Review the document labeled "Overview and Protocols" to learn how to correctly name documents. Save the **Letter of Intent to Apply** in the following format:

2010-2013.District.School.Primary Contact.Letter of Intent

Step 3: Complete one (1) copy of the Word document titled **Identification Form** (evidence I-A) located in the 2010-2013.School Materials section. Review the document labeled “Overview and Protocols” to learn how to correctly name these documents. Save the **Identification Form** in the following format:

2010-2013.District.School.Primary Contact.Identification Form

Step 4: Complete one (1) copy of the Excel document titled **Course Offerings** (evidence II-A) located in the section labeled 2010-2013.School Materials. Review the document labeled “Overview and Protocols” to learn how to correctly name these documents. Save the **Course Offerings** document in the following format:

2010-2013.District.School.Primary Contact.Course Offerings

Step 5: **Elementary Applicants:** Complete one (1) copy of the Word document titled **Elementary Survey** (evidence V) located in the 2010-2013.School Materials section. Review the document labeled “Overview and Protocols” to learn how to correctly name these documents. Save the **Elementary Survey** in the following format:

2010-2013.District.School.Primary Contact.Elementary Survey

Middle School and High School Applicants: Complete one (1) copy of the Word document titled **Secondary Survey** (evidence V) located in the 2010-2013.School Materials section. Review the document labeled “Overview and Protocols” to learn how to correctly name these documents. Save the **Secondary Survey** in the following format:

2010-2013.District.School.Primary Contact.Secondary Survey

Step 6: To fulfill evidence I- Request a **Letter of Endorsement** (evidence I-C) from the district’s Music Supervisor or Curriculum Specialist in support of the school’s application and clearly stating, in brief, district objectives for the music program.

The letter should provide a link directly to the Scope and Sequence or Curriculum Guide on the district’s website or be accompanied by a hard copy of the district’s Scope and Sequence or Curriculum Guide.

Please Note: For districts in which more than one school is applying for designation, only one hard copy per applicant level (e.g., elementary, middle school, high school) or K-12 hard copy is required.

This letter must be on official district letterhead with the supervisor's original signature and postmarked no later than Thursday, June 25, 2009.

Mail letters to:

Dr. Linda Lovins, Arts Education Specialist
Florida Department of Education
325 West Gaines Street, Suite 432
Tallahassee, FL 32399-0400

Step 7:

Provide an **electronic copy of this letter** (evidence I-C) with the completed application materials. Review the document labeled "Overview and Protocols" to learn how to correctly name documents. Save the **Letter of Endorsement** in the following format:

2010-2013.District.School.Primary Contact.Letter of Endorsement