



Dear Allen ISD Private Lesson Teacher:

Welcome to a new year in Allen! We strive to recruit and keep the very best private music instructors that can be found, and we are so glad to have you with us! Please take the time to read through everything in this packet, as everything is crucial to the continued success of our private lesson program.

The following documents have been enclosed:

1. 2018-2019 AISD Private Instructor Agreement – Please fill this out and return it to Kelly Kendlehart, Administrative Assistant for Fine Arts at Allen High School.
2. W9 Tax Form - Please fill this out and return it to Kelly Kendlehart, Administrative Assistant for Fine Arts at Allen High School (new contractors only).
3. Contact Information – You can get in touch with the campuses if you need “campus specific” information. Additionally, please let the directors know if you have open spots in your schedule because we would like to keep you as full as possible.
4. Fingerprint Info - All private contractors must complete and clear the fingerprinting process by following the instructions on the Identogo Texas Fingerprint Service Code Form before they are authorized to have direct contact with students. The background search is through the TX DPS Fact Clearinghouse. If you have already been fingerprinted, please notify us so that we can make sure you have a “cleared” status, or if you will be required to be re-fingerprinted.
5. Building Use Fee Forms – This form **MUST** be turned in **MONTHLY** to Kelly Kendlehart. This is an area where we have not had 100% cooperation from the Private Lesson Staff in the past. Not only are we required by law to charge a building use fee, but our Private Lesson Reimbursements are also affected when this fee is not paid.
6. Lesson Logs – It is **EXTREMELY** important that you keep up with this log, have students initial when they have a lesson and turn it in with your Building Use Fee every month. **THIS MUST BE TURNED IN MONTHLY WITH STUDENT INITIALS FOR EACH LESSON.**
7. Private Lesson Reimbursement Payment Invoice – If you are teaching students who are on Reimbursement, you will need to include this form when you submit your **Monthly** Building Use Fee and Lesson Logs to Kelly Kendlehart each month (Reimbursement applications will be made available to students and approved by directors at each school).
8. Vehicle Registration Form – This will get you a parking permit for Allen High School (no other campus requires a permit) and should be filled out and returned to Kelly Kendlehart.
9. Letter of Agreement – Please sign and return to Kelly Kendlehart.

**Criminal History Checks (new private teachers only)** – Senate Bill 9 directs school district contractors to obtain state and national criminal history background searches on their employees through the DPS criminal history clearinghouse (Fingerprint-based Applicant Clearinghouse of Texas – FACT). All instructors/private lesson teachers are considered contractors with direct contact with students. Effective July 1, 2009, these individuals are required to complete the fingerprinting background check, along with the required application process, and **without regard to previous employment or approval as a private contractor/instructor, in order to teach private lessons on an Allen ISD campus.** Background checks are conducted annually. You should allow several days for the online process to clear. For the fingerprint process follow the instructions provided on the Identigo Texas Fingerprint Service Code Form and schedule your own fingerprint appointment. Once your background has been cleared and completed, you will receive an email notification.

**Allen ISD Private Contractor Application (new contractors only):**

Go to [www.allenisd.org](http://www.allenisd.org) , under Departments, select Human Resources, on the left under Human Resources select Private Contractor Application. Begin the application and login and select Contracted Services. In the position preferences tab please make sure you list the department you will be working for.

NOTE: If you have any questions regarding the contractor application, please contact Belinda Salcido, 972-236-0616 or [Belinda.salcido@allenisd.org](mailto:Belinda.salcido@allenisd.org).

**\*Liability Insurance** – We require our private teachers to carry liability insurance for their own protection. We recommend obtaining the Professional Liability Insurance offered by TMEA. The cost is \$30 plus membership in the Texas Music Educators Association (TMEA). Please submit proof of insurance along with the rest of your paperwork to Kelly Kendlehart. **Proof of Insurance MUST be on file prior to teaching students.**

Once you have submitted your **(1) teacher information sheet, (2) private instructor agreement, (3) proof of insurance, (4) a copy of the email stating your criminal history check has cleared (new contractors only), (5) vehicle registration form, and (6) W-9 form (new contractors only)** to Kelly Kendlehart, we will contact you and let you know that you are cleared and able to go to the Human Resources Department at Allen ISD to have a new badge made. Please do not go to HR for a badge until you have been contacted by the Fine Arts Office letting you know you have been cleared. Due to ever tightening security, all our teachers must be wearing a security badge and those badges are **updated every year.**

Thank you in advance for your help with this ever-growing mound of paperwork, and thank you for everything else you do! We have the best private lesson staff around and you are a **HUGE** asset!! Please feel free to contact the Fine Arts Office if you run in to any problems or have any questions.

Sincerely,



Jeff Turner  
Director of Fine Arts

# Allen ISD Private Teacher Clearance Checklist

NEW private contractors:

- \_\_\_\_\_ Interview with a lead teacher in the area you teach (band, choir, orchestra, color guard).
  - Successful candidates will be given this packet. Be sure the lead teacher signs by his/her name on the *Private Lesson Teacher Information Sheet*.
- \_\_\_\_\_ Follow the instructions in this packet to get fingerprinted
  - You only have to do this one time. If you've been fingerprinted in another district to be a private contractor, your information will be on file.
- \_\_\_\_\_ Fill out an application on the school district website.

ALL private contractors:

Turn in the following to Kelly Kendelhart in the Allen ISD Fine Arts Office:  
(Please turn this all in at once and in person.)

- \_\_\_\_\_ Private Lesson Teacher Information Sheet (new contractors be sure lead teacher has signed)
- \_\_\_\_\_ Email from AISD stating fingerprinting/background check has cleared (new contractors only)
- \_\_\_\_\_ W-9 form (new contractors only)
- \_\_\_\_\_ Private Instructor Agreement
- \_\_\_\_\_ Letter of Agreement
- \_\_\_\_\_ Provide proof of purchasing professional liability insurance to the Fine Arts Office.
- \_\_\_\_\_ Vehicle Registration Form (only if you need a parking pass to park at Allen HS)

Allen ISD Fine Arts Office is located on the second floor of the Performing Arts Center at Allen HS.

**When everything has been turned in and all clearances have been verified, Kelly will be in touch with you giving you permission to go have a badge made for the new school year.**

**Please do not go to HR for a badge unless Kelly has communicated with you.**

**You must have and wear a current badge to teach lessons in AISD.**



# Exhibit “A”

## Allen Independent School District Fine Arts Enrichment Program Instructor Information Sheet

The Instructor, as an Independent Contractor, pursuant to the Allen Independent School District Fine Arts Enrichment Program Private Instructor Agreement for the 2018-2019 School Year (the “Agreement”) agrees to the following terms:

This Exhibit becomes a part of the Agreement for the 2018-2019 School Year.

I understand that in order to teach private fine arts enrichment lessons in the Allen Independent School District, I must first submit a proper application. I must also complete an AISD Background Check Form and execute the Agreement.

Instructor agrees to charge the District-approved amount of \$20.00 per lesson; the length of which shall be a minimum of 25 minutes per lesson. In the event local campus schedules do not allow lessons to meet the 25-minute minimum, the Instructor, by signing this agreement, agrees to provide additional instruction, at no charge to the student, to meet the minimum of 100 minutes of instruction per four-lesson period.

Instructor agrees to pay Allen ISD a monthly Building Use Fee of \$0.50 per lesson, per student taught each day.

Instructor is responsible for completing the AISD Fine Arts Enrichment Program Lesson Log, the AISD Fine Arts Enrichment Program Instructor Building Use Fee Form each month and providing proof of TMEA Professional Liability Insurance to the Allen High School Head Band, Choir, Orchestra or Drill Team Director.

### **INTRUCTOR’S RESPONSIBLTY TO THE SCHOOL AND COOPERATING MUSIC DIRECTORS:**

1. To make himself/herself available to provide enrichment instruction to any student enrolled in a regular fine arts class as assigned by the Director.
2. To cooperate with the Director in scheduling of such instruction at a time which does not conflict with the student’s other academic activities.
3. To cooperate with the Director and the student’s parents to assure proper growth, attendance, and conduct.
4. To cooperate with the Director toward coordination of the method and manner of instruction which are to be presented in accordance with the district-approved curriculum for secondary fine arts.
5. To prescribe Director approved instructional materials readily available to the student at a reasonable cost.
6. To attend all scheduled instructional sessions unless prevented by illness or other good cause and to give students reasonable notice of not less than twenty-four hours except in cases of emergency.
7. To provide written notification of termination of any student’s instruction, along with cause, to the office of the Director.
8. To comply with all applicable laws, Board Policies, and rules pertaining to, but not limited to: dress and conduct and the use and/or possession of drugs, alcohol, tobacco or weapons on District property.
9. To follow in its entirety, the Code of Ethics of the Texas Certified Teachers and the Texas Music Educators Association
10. To submit to the Fine Arts Secretary each month the Lesson Log as provided by the District, with any lessons taught during the week, **initialed by the student receiving the lesson**, and the Building Use Fee Form.
11. To pay the District a Building Use Fee of \$0.50 (50 Cents) per student per lesson taught each day.
12. To be prepared to accept students as assigned by the directors without regard to their experience or ability.
13. To contact new student as soon as a referral is made by the director (not to exceed 48 hours).

14. To dress in a way that is professional and fitting to the public school fine arts program and to maintain personal appearance in an acceptable manner. To act in a professional manner toward directors, students and parents.
15. To be prepared to cooperate with the directors when specific requests are made pertaining to the student's progress, as well as behavior and attendance.
16. To come prepared to teach with all necessary supplies. Use of school copiers is not permitted.
17. To coordinate with directors in regard to methods and materials of instruction being used.
18. To enter each campus through the front entrance and check in with security/receptionist.
19. To obtain and display an appropriate AISD picture identification badge and wear it while on any AISD campus as required by District policy.
20. To be solely responsible for reporting all income generated from teaching fine arts enrichment lessons to the Internal Revenue Service, as Instructor will not be receiving a W-2 or 1099 Misc from the District.

#### **INSTRUCTOR'S RESPONSIBILITY TO THE STUDENT**

1. Begin and end each lesson time as scheduled.
2. Analyze each student's strengths and weaknesses and plan their study program with specific goals in mind.
3. Be considerate of the cost of method books (Music private lessons only).
4. Assist in the preparation of All-Region Audition Music (Music private lessons only).
5. Assist in the selection/preparation of UIL Solo and Ensemble Music (Music private lessons only).
6. Cancel lessons giving at least twenty-four hours notice, except in an emergency.
7. Furnish each student/parent with your telephone number and the times you can be contacted.
8. Contact the parents/director when a student's preparation becomes a repeated problem.

#### **MATERIALS**

The student will be expected to supply his/her own materials as prescribed by the instructor. Music lessons will be designed primarily to utilize the characteristic literature of the instrument rather than simply to rehearse the music a student will be performing in his/her music class.

#### **LESSON LOCATION AND SCHEDULING**

Utilization of the instruction areas will be the responsibility of the director on each campus. Lessons during the day will be taught in the school the student attends. Please be aware that there are only a certain number of lesson times available during each class period. These lessons may be scheduled during the student's fine arts class, lunch period, before or after school. No lessons will be scheduled during the student's other academic classes.

Lessons are only taught at secondary school campuses (AHS, CMS, EMS and FMS). No lessons are permitted to be taught at elementary campuses.

It is the responsibility of the student to notify his/her instructor at least twenty-four hours in advance if a lesson is to be canceled, except in an emergency. Each campus director will aid the student in advising the private instructor of the program's calendar of events.

Lessons taught on campus before or after school must be scheduled with the campus band director.

**Allen Independent School District Fine Arts Enrichment Program  
Private Instructor Agreement 2018-2019**

This agreement is made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between ALLEN INDEPENDENT SCHOOL DISTRICT, hereinafter “the District” and \_\_\_\_\_, “Instructor”.

For and in consideration of the mutual covenants contained herein, the District and Instructor agree as follows:

1. Independent Contractor. Instructor is, and shall at all times be deemed to be, an Independent Contractor and shall be wholly responsible for the manner in which he/she performs the services required of him/her by the terms of this Agreement. Nothing herein shall be construed as creating the relationship of employer and employee, or principal and agent, between the District and Instructor. Instructor assumes exclusively the responsibility for his/her acts that relate to the services provided during the course and scope of this engagement. Instructor is not, and shall not be, entitled to any rights or privileges of District employees and shall not be considered in any manner to be a District employee.
2. Instructor shall provide the services to the District as set forth on the attached Allen Independent School District Fine Arts Enrichment Program Instructor Information Sheet, attached hereto as Exhibit “A,” and incorporated herein by reference as if set forth fully herein at length.
3. Term. The term of this Agreement will commence with its date of execution and continue until July 31, 2019, or until termination earlier as provided herein. Either party, after giving fourteen (14) days written notice of termination to the other party, may terminate this Agreement. In the event of the termination of this Agreement prior to the completion of the term of the Agreement specified above, Instructor shall be entitled to the compensation earned by Instructor prior to the date of termination as provided for in this Agreement. Instructor shall be entitled to no further compensation after the date of termination. Provided, further, that the District shall have the right to terminate this Agreement, at any time, without notice, should it be determined, in the District’s sole discretion, that Instructor has violated or breached any of the terms or conditions of this Agreement; the Allen Independent School District Fine Arts Enrichment Program Instructor Information Sheet; any applicable laws, Board Policy, or any and all other rules or regulations pertaining to the performance of the Instructor’s services as contemplated herein.
4. Compensation and Billing: The responsibility for all billing and payment collection shall lie solely with Instructor. Lesson Rates shall be as set forth in the Allen Independent School District Fine Arts Enrichment Program Instructor Information Sheet.
5. Student Privacy. Instructor understands and agrees that in the course of rendering services to students that medical and/or personal information learned by Instructor about any person who is a student, or any family member of a student, is privileged information and is subject to all State and Federal laws which protect the rights of students. Instructor agrees that the information learned by him/her about any student will not be divulged or discussed with any person other than authorized personnel, or unless otherwise authorized or obligated by State and Federal Laws or other policies of the District.
6. Insurance and Hold Harmless Requirements. During the term of this Agreement, Instructor shall carry professional liability insurance in the form and in the amount acceptable to the District. Instructor shall provide the District with certificates of insurance indicating such coverage prior to beginning any services under this Agreement. The certificates shall include assurance that the insurance company, of any cancellation, shall notify the District in writing not less than sixty (60) days prior to the effective date of such changes.  
  
To the fullest extent permitted by law, Instructor agrees to defend, indemnify and hold harmless the District and its officers, agents, and employees from any and all claims, demands, liabilities and expenses (including attorneys’ fees and costs of defense) arising directly or indirectly to the operation or performance of the Instructor under this Agreement.
7. Notice. Any notice that is required under this Agreement shall be in writing and sent by Certified Mail, Return Receipt Requested, to the designated address contained in this Agreement.

8. Assignment of Agreement. Instructor shall not assign, transfer or subcontract any of his/her rights, burdens, duties or obligations under this Agreement without the prior written permission of the District.
9. Place of Performance. All obligations to each party of this agreement shall be performable in Collin County, Texas. Venue, in the event of a suit, is in Collin County, Texas.
10. Governing Law. The validity of this Agreement and any of its terms or provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Texas.
11. Entire Agreement. This Agreement constitutes the entire Agreement of the parties. No other agreements, oral or written, pertaining to the performance under this Agreement exists between the parties. This Agreement can be modified only by an agreement in writing, signed by both parties.

Instructor, by signing and returning this Agreement, warrants and represents that he/she has never been convicted of a felony or a crime involving moral turpitude.

\_\_\_\_\_  
 Instructor Signature \_\_\_\_\_ Date

Printed Name of Instructor \_\_\_\_\_


Designated Address for Notice \_\_\_\_\_  
 \_\_\_\_\_

Phone number for distribution \_\_\_\_\_

Cell number for *director use only* \_\_\_\_\_

Email Address \_\_\_\_\_

**ALLEN INDEPENDENT SCHOOL DISTRICT**

By:   
 \_\_\_\_\_  
 Jeff Turner, Director of Fine Arts

\_\_\_\_\_  
 Date

Designated Address for Notice:  
 Allen Independent School District  
 Attn: Director of Fine Arts  
 300 Rivercrest Blvd.  
 Allen, Texas 75002



New: \_\_\_\_\_

Returning: \_\_\_\_\_

ALLEN INDEPENDENT SCHOOL DISTRICT  
Private Lesson Information Sheet  
Private Lesson Teacher Information Sheet

Last Name	First Name	M.I.

Street	Apt. #

E-mail Address

City	State	Zip Code	Area code	Home Phone

**Director Interview Completed: (Director's Signature Required for NEW applicants)**

\_\_\_\_\_ Band – Phil Obado/Josh Blankenship

\_\_\_\_\_ Choir – Brian McKinney/Kathryn Zetterstrom

\_\_\_\_\_ Color Guard – Clay Singletary

\_\_\_\_\_ Orchestra – David DeVoto/Matt Cross

Major Instrument you teach \_\_\_\_\_

Other Instrument you can teach \_\_\_\_\_

I have been fingerprinted to teach private lessons in \_\_\_\_\_ ISD.

**For Fine Arts Office Use Only**

Date Received ____/____/____	Date Cleared ____/____/____
_____ Private Lesson Agreement Completed	_____ Criminal Background Check Cleared (new)
_____ Signed Letter of Agreement	_____ Vehicle Registration Form
_____ W9 (new)	_____ Fingerprint Notification Received (new)
_____ Proof of Insurance	_____ Cleared to go to HR for Name Badge



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.





**IdentoGO**  
By MorphoTrust USA

Texas Fingerprint Service Code Form

To schedule your ten-minute fingerprint appointment, simply visit  
**<https://uenroll.identogo.com>** and enter the following Service Code

When prompted, please provide or enter the following Agency Number

### Background Check Waiver

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy.

I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Privacy Act of 1974 (5 USC 552a). I understand my fingerprints will be searched by and against civil, criminal and latent fingerprints in the Next Generation Identification (NGI) system. I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.



Don't have access to the Internet? You can still schedule an appointment by calling 888.467.2080





## LETTER OF AGREEMENT

Today's Date: \_\_\_\_\_

Name of Contractor/Business: \_\_\_\_\_

Name of School: **Allen ISD**

Type of Service: **Private Lesson Instructor**

Contract Start Date: \_\_\_\_\_

Contract End Date: **Tuesday, July 31, 2019**

This letter of agreement is to confirm the use of contracted services of the above said business or individual.

Respectfully,

\_\_\_\_\_  
Allen ISD Representative Signature

Allen ISD Director of Fine Arts  
Allen ISD Representative Title

\_\_\_\_\_  
Contractor Signature

Allen ISD Fine Arts Private Lesson Instructor  
Name of Business







Private Lesson Building Use Fee Form

**Please submit this form AND lesson log with payment  
by the 10<sup>th</sup> of each month to:**

Kelly Kendlehart Fine Arts Department  
Kelly.kendlehart@allenisd.org  
Allen High School  
300 Rivercrest Blvd.  
Allen, Texas 75002

**Checks should be made out to Allen ISD and “Building Use Fee”  
is written in the memo area of the check.**

*ALL CHECKS MUST INCLUDE A PHONE NUMBER & DRIVER’S LISCENSE NUMBER*

Instructor \_\_\_\_\_

Please circle:

BAND

CHOIR

COLOR GUARD

ORCHESTRA

Month \_\_\_\_\_

Number of Lessons \_\_\_\_\_ x \$0.50 = \$ \_\_\_\_\_

**Office Use Only**

Amount \_\_\_\_\_

Date \_\_\_\_\_

Cash or Check# \_\_\_\_\_

Received By \_\_\_\_\_



# Allen ISD Performing Arts Private Lesson Log

**Due to the Fine Arts Office by the 10th of each month WITH Building Use Fee Form**

Office Use Only
Date Received _____
Processed _____

Private Teacher _____
Band _____ Choir _____ Color Guard _____ Orchestra _____
Date _____ Lessons for Month of _____

	Student Name	School	Week 1		Week 2		Week 3		Week 4		Week 5	
			Date	S.I.	Date	S.I.	Date	S.I.	Date	S.I.	Date	S.I.
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												

Private Lesson Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_







**Allen ISD Private Lesson Staff  
Vehicle Registration Form 2018-2019  
For parking at Allen HS only**

\_\_\_\_\_  
Private Teacher Name

\_\_\_\_\_

Address	City	State	Zip
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\_\_\_\_\_

Phone (Home)	Cell Number	Driver's License #
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**VEHICLE DESCRIPTION**

**Primary Vehicle**

Circle Type:      Car              Truck              SUV              Motorcycle              Van

\_\_\_\_\_

Color	Manufacturer	Model	Year	License Plate #
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I agree to abide by all parking policies and regulations adopted by the Allen ISD Board of Trustees.

\_\_\_\_\_

Private Lesson Teacher Signature	Date
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**OFFICE USE ONLY**

Permit Number \_\_\_\_\_ Date Issued \_\_\_\_\_ Issued by \_\_\_\_\_





# Allen Independent School District

## Fine Arts Administration and Staff

<b>ADMINISTRATIVE SUPPORT</b>			
Jeff Turner	Director of Fine Arts	972-747-3387	jeffrey.turner@allenisd.org
Kelly Kendlehart	Administrative Assistant	972-747-3387	kelly.kendlehart@allenisd.org
<b>ALLEN HIGH SCHOOL</b>			
Phil Obado	Band - Director	469-319-6039	philip.obado@allenisd.org
Joel May	Band - Associate	469-319-6280	joel.may@allenisd.org
Antonio Daniels	Band - Assistant	469-319-6009	antonio.daniels@allenisd.org
Megan Manuel	Band - Assistant	469-319-6276	megan.manuel@allenisd.org
Clay Singletary	Color Guard Director/Band - Assistant	469-319-6286	clay.singletary@allenisd.org
Cory Davis	Band - Percussion	469-319-6117	cory.davis@allenisd.org
Brian McKinney	Choir - Director	469-319-6047	carl.mckinney@allenisd.org
**Kathryn Zetterstrom	Choir - Assistant	469-319-6383	kathryn.zetterstrom@allenisd.org
Brandi Spybuck	Choir - Assistant		brandi.spybuck@allenisd.org
Susan Fulk	Fine Arts Secretary	469-319-6398	susan.fulk@allenisd.org
David DeVoto	Orchestra - Director	469-319-6087	david.devoto@allenisd.org
**Matt Cross	Orchestra - Assistant	469-319-6257	matthew.cross@allenisd.org
<b>LOWERY FRESHMAN CENTER</b>			
**Joshua Blankenship	Band - Director	972-360-4831	Joshua.Blankenship@allenisd.org
Jeremy Rohr	Band - Assistant	972-360-4853	Jeremy.Rohr@allenisd.org
Michael Bryson	Choir	972-360-4888	Michael.Bryson@allenisd.org
Ellen Townley	Orchestra - Director	972-396-0600 ext 4835	Ellen.Townley@allenisd.org
Charles Robinson	Orchestra - Assistant	972-236-0600 ext 4959	Charles.Robinson@allenisd.org
<b>CURTIS MIDDLE SCHOOL</b>			
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