FISCAL MANAGEMENT

Student Learning

Summer Rental of School-Owned Instruments

This notice will expire on August 31, 2015.

Music students in your school may wish to rent school-owned instruments for the summer, to include the 2015–16 school year. This is an option which must be approved by the building principal on a limited basis. Before any instrument can be issued for the summer the following steps must be taken:

1. Instruments must first be physically examined by the music teacher to see if repair work is needed. This includes large instruments that have been rented for the school year or home practice and not carried back and forth to school.

2. Rising sixth grade, rising ninth grade, and graduating twelfth grade students will not be permitted to rent instruments over the summer.

3. Students who are moving or leaving the area for an extended period of time will not be authorized to rent an instrument.

4. Teachers who are not returning to the School Division next year will not be authorized to issue any instruments for summer use except in special or exceptional circumstances approved by the building principal.

5. The music teacher must contact the building principal for authorization to issue musical equipment.

6. The Instrument Rental Contract (form #61582450745G [Spanish] and 61582450747G [English]) must be signed by the parent/guardian and returned with a check for $60.00 BEFORE any instrument is issued. (The $60.00 rental fee includes rental for the 2015–16 school year.)

Immediately upon completion of the Instrument Rental Contract, checks are to be made payable to and deposited by the bookkeeper at the school from which the instrument is rented. All summer instrument rental fees must be collected and submitted in the form of one check (clearly marked as FY15 by the bookkeeper) along with the yellow copy of the Instrument Rental Agreement Form to the Student Learning Office/Arts, Kelly Leadership Center by: June 30, 2015. Checks should be made payable to Prince William County Public Schools. Please adhere to the distribution list at the bottom left of the Instrument Rental Contract.