

MANHATTAN SCHOOL OF MUSIC

PRECOLLEGE DIVISION

120 Claremont Avenue New York, NY 10027
Phone: (212) 749-2802 ext. 4481, ext. 4471 or ext. 4492
Fax: (212) 749-5471



RETURNING STUDENT REGISTRATION FORM

Please return by May 1, 2009 with a nonrefundable and nontransferable \$500.00 deposit along with your Electives & Ensemble form.

I DO NOT EXPECT TO RETURN IN September 2009 (Please complete Name, Address & Phone Number only)

Section I: Personal Information

Check here if your address or phone information has changed

Legal Name: Last Name First Name Middle Sex (circle one): Male Female

Mailing Address: Street Address Apartment Number

City State Zip

Country Email address (REQUIRED-Parent's email if student is under age 18)

Area Code Telephone Number Area Code Fax Number

Student Social Security Number (REQUIRED)

Date of Birth: MM/DD/YYYY Age: Grade in September 2009: Citizenship:

Name of Student's School: Circle One: Public Private Parochial

School's Address: Street Address City State Zip Code

Ethnicity (Optional): African-American Asian Pacific Islander Caucasian Hispanic Multiracial Native American Other

Section II: Registration Information

Primary Instrument (e.g. piano, clarinet, voice/soprano): Circle One: Classical Jazz

Primary Teacher: Length of Lesson: Please circle 60 MINUTE 40 MINUTE

Secondary or Double Major Instrument (circle one): Circle One: Classical Jazz

Secondary Teacher: Length of Lesson: Please circle 60 MINUTE 40 MINUTE

Section III: Parental/Guardian Information

FATHER: _____ (_____) _____
Last Name First Name Social Security Number Work Phone

MOTHER: _____ (_____) _____
Last Name First Name Social Security Number Work Phone

(If different from above, please provide Guardian information)

GUARDIAN: _____ (_____) _____
Last Name First Name Social Security Number Work Phone

EMERGENCY CONTACT INFORMATION:

_____ (_____) _____
Last Name First Name Relationship to Student Phone Number

I understand that being enrolled at Manhattan School of Music Precollege Division involves a full commitment on Saturdays between the hours of 9:00 a.m. and 6:00 p.m. There will be no schedule accommodations for any outside-MSM Precollege activities. I have read and understand the Precollege Division Authorization to Withhold Student Directory Information form. I have read and understand the commitment required to be a Manhattan School of Music Precollege Division student.

PARENT/GUARDIAN SIGNATURE (required): _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

Incomplete forms will not be processed.

If this section is not filled out, we will not be able to process this registration form.

FINANCIAL RESPONSIBILITY CONTRACT

I, the undersigned, agree to assume financial responsibility for payments on the account of the above stated student. Should the account be in default, I shall be responsible for payment of any collection agency fees, collection costs, late fees, and/or attorney's fees.

Printed Name

Social Security Number

Signature

Date

Manhattan School of Music does not discriminate on the basis of gender, race, religion, sexual orientation, color or national or ethnic origin, parental or marital status, and age or disability in the recruitment or admission of its students, and in the administration of its educational programs, financial assistance programs, and student activities. It is an equal opportunity employer.

ELECTIVE AND ENSEMBLE CHOICES

One Large Ensemble is included with Classical & Jazz tuition.
Prices for additional ensemble and electives are available at www.msmnyc.edu.

Date: _____

Name: _____

Primary Teacher: _____

Instrument: _____

Age (in Fall 2009): ____ Grade (in Fall 2009): ____

Directions: Choose **one large ensemble** from below: (included in your basic tuition package.)

LARGE ENSEMBLES

- ___ Chamber Music (included in tuition for pianists only)
- ___ Chorus (audition required for Senior Select Chorus only)
- ___ Guitar Ensemble (for Guitar Majors)
- ___ Jazz Combo (for Jazz Majors)
- ___ Vocal Ensemble (Opera Workshop or Musical Theater; Students will be placed by audition)
- ___ Orchestra (required for all orchestral instruments)
- ___ Piano Literature (non-performance class; included in tuition for pianists only)

All orchestra, choir, jazz big band, jazz combo, & opera workshop placements are based on spring auditions. If a student is not placed in orchestra, he/she will be placed in an appropriate small ensemble as part of his/her tuition package.

All electives chosen **in addition** to the large ensemble require an additional fee.
Individual elective fees can be found in the brochure.

SMALL ENSEMBLES

- ___ Brass Ensemble
- ___ Brass Quintet
- ___ Chamber Music
- ___ Double Bass Ensemble
- ___ Flute Ensemble
- ___ French Horn Ensemble
- ___ Guitar Ensemble
- ___ Harp Ensemble
- ___ Percussion Ensemble
- ___ Saxophone Ensemble

JAZZ ELECTIVES

- ___ Jazz Big Band (by audition)
- ___ Jazz Combo (by audition)
- ___ Jazz History/Styles/Analysis (by recommendation)
- ___ Jazz Improvisation for Non-Majors
- ___ Jazz Keyboard Harmony

OTHER ELECTIVES

- ___ Acting for Singers
- ___ AP Theory Preparation (min. requirement of HS Theory IV)
- ___ Chorus
- ___ Composition Workshop
- ___ Conducting Class
- ___ Woodwind Ensemble
- ___ Film Scoring (min. requirement of HS Theory II or JR Theory III)
- ___ Music History
- ___ Piano Lab (non-piano majors)
- ___ Piano Literature
- ___ Repertoire Preparation for Singers
- ___ Vocal Ensemble (*Opera Workshop or Musical Theater; Students will be placed by audition*)

There may be new electives added to the curriculum for Fall 2009.
Students will be alerted to these additions, and afforded the opportunity to register for them, at a later date.

PRECOLLEGE DIVISION ANNUAL NOTIFICATION FERPA RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians of students who are less than 18 years of age and attending an elementary or secondary school certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the School receives a request for access. Parents/guardians should submit to the Director of the Precollege Division written requests that identify the record(s) they wish to inspect. The Director or designated School official will make arrangements for access and notify the parent/guardian of the time and place where the records may be inspected.
2. The right to request the amendment of the student's educational records that the parent/guardian believes are inaccurate or misleading. Parents/guardians may ask the School to amend a record that they believe is inaccurate or misleading. They should write to the Director of the Precollege Division, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent/guardian, the School will notify the parent/guardian of the decision and advise the parent/guardian of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interest. A School official is a person employed by the institution in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted (such as an attorney, auditor, collection agent, or security guard); a person serving on the Board of Trustees; or when deemed appropriate, a student serving on an official committee (such as a disciplinary or grievance committee), assisting another School official in performing his or her tasks, or employed as a worker. A School official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. In addition, the official must be able to demonstrate that the review is directly related to the student's educational welfare or the safety of the student and/or other members of the School community.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Manhattan School of Music to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-46055
5. Schools may disclose, without consent, directory information including a student's name, telephone numbers (permanent, primary, and cellular), addresses (including electronic mail), date and place of birth, major, honors, awards, photograph, grade level, dates of enrollment, graduation, distinctions, and the institution attended immediately prior to admission. Students who wish to restrict the release of such information are required to notify the Director of the Precollege Division in writing no later than the third Saturday of the fall semester. A request to withhold information may be submitted after the stated deadline, but information may be released between the deadline and receipt of the request.

PLEASE COMPLETE IF YOU WOULD LIKE TO WITHHOLD YOUR STUDENT INFORMATION



Student's Name (Please Print)

Student ID # (school use)

**PRECOLLEGE DIVISION
AUTHORIZATION TO WITHHOLD STUDENT DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act of 1974 affords parents/guardians of students who are less than 18 years of age and attending an elementary or secondary school such as the Precollege Division of Manhattan School of Music certain rights. The *Precollege Division's Annual Notification of FERPA Rights* provides further information on the Act. The *Notification* is mailed annually to parents/guardians of admitted/enrolled students and is available on the Manhattan School of Music Web site.

The following information about students is considered "Directory Information" at Manhattan School of Music's Precollege Division and may be made available to the general public unless the parent/guardian notifies the Precollege Division Office in writing no later than the third Saturday of the fall semester.

Name, telephone numbers (permanent, primary and cellular), addresses (including electronic mail), date and place of birth, major, honors, awards, photograph, grade level, dates of enrollment, graduation, distinctions, and the institution attended immediately prior to admission.

Under the provisions of the Family Educational Rights and Privacy Act of 1974 you have the right to withhold disclosure of such Directory Information. Manhattan School of Music's Precollege Division will honor your request to withhold Directory Information.

Please consider carefully the consequences of any decision to withhold such Directory Information. Some of the effects of your decision to request to withhold Directory Information may be that you must make all address changes with a signed authorization or in person with a form of ID and information that your child is a student here will be suppressed, so that anyone who inquires about your child will be informed that we have no record of your child attending here. Regardless of the effect upon you, Manhattan School of Music's Precollege Division assumes no liability for honoring your instructions that such information may be withheld. Should you decide to inform Manhattan School of Music's Precollege Division not to release any of this information, any requests for such information from Manhattan School of Music's Precollege Division will be refused.

This signed request must be received in the Precollege Division Office no later than the third Saturday of the fall semester. This authorization is valid until a written request to rescind is received by the Precollege Division Office.

I hereby request that Manhattan School of Music **not release** any Directory Information from my child's academic records. I have read the above paragraphs and understand potential consequences of my action.

Parent's/Guardian's Name

Date

Parent's/Guardian's Signature

Student Social Security #

For School use only
Received by _____ on Date _____ Record input on _____ by _____ on Date _____

To rescind this request, the parent/guardian must note and date his/her intent on the original *Precollege Division Authorization to Withhold Student Directory Information Form*.