

# The Prairie Vista Middle School Band

## Introduction

Welcome to the Prairie Vista Middle School Band! Learning to play an instrument can be a rewarding and enriching experience. The purpose of this handbook is to provide a written policy on the organization and operation of our band program. Band is a group activity that depends upon the collaborative work of many individuals. The actions of one person will have an effect, either positive or negative, on the entire group. For this reason, we have guidelines that everyone must follow so that each student may grow as an individual musician and also make a positive contribution to the entire group. It is the goal of the PVM Band Staff to provide every student the opportunity for musical growth through the learning and creating of music. We also expect our students to achieve superiority, not only in band, but also in academics and daily life.

## *THE BANDS*

### HONOR BAND

The Honor Band is the top-performing ensemble at Prairie Vista Middle School consisting of students in the 7<sup>th</sup> and 8<sup>th</sup> grades. Students obtain membership in this band through a placement audition with the band directors. The Honor Band gives over six performances each year, including Open House, Pep Rallies, winter and Spring Concerts, UIL Contest, 5<sup>th</sup> Grade Demonstrations, and a Spring Trip. Members of the Honor Band are expected to audition for the All-Region/All-District Band and participate in Solo/Ensemble Contest. Students in the Honor Band are held to achieving high standards in the classroom and performance venues.

### SYMPHONIC BAND

The Symphonic Band consists of students in the 7<sup>th</sup> and 8<sup>th</sup> grades who have obtained membership in this band through a placement audition with the band directors. The Symphonic Band gives over five performances each year including Open House, Pep Rallies, winter, and Spring Concerts, and a Spring Trip. Members of the Symphonic Band are expected to prepare the audition music for the All-Region Band and participate in Solo/Ensemble Contest.

### BEGINNING BAND

The Beginning Band is made up of students in the Flute, Clarinet, Saxophone, Double Reed, Cornet, French horn, Trombone, Euphonium/Tuba, and Percussion classes and consists of students primarily in the 6<sup>th</sup> grade. Students obtain membership in this band after a placement audition and interview with the band directors. The Beginning Band gives three performances throughout the year including winter and Spring Concerts and the Sandy Lake Band Competition. Members of the Beginning Band are expected to participate in the Solo and Ensemble Contest.

# Prairie Vista Middle School Band Master Schedule

Class period	What Class- Who teaches it?	Where is it located?
Period 1	Trumpet- Mrs. Robnett	(Band Hall)
	Clarinet- Mrs. Anderson	(Ensemble Room)
Period 2	French Horn- Mrs. Robnett	(Band Hall)
	Saxophone- Mrs. Anderson	(Ensemble Room)
Period 3	Focus/Announcements	
Period 4	Honor Band- Mrs. Robnett/Mrs. Anderson	(Band Hall/Ensemble Room)
Period 5	Symphonic Band- Mrs. Anderson/Mrs. Robnett	(Band Hall/Ensemble Room)
Period 6		
Period 7	Low Brass- Mrs. Robnett, Mr. Pearson & Mr. Canfield Bassoon-Mrs. Anderson	(Band Hall/Ensemble Room)
Period 8	Flute/Oboe- Mrs. Anderson	(Ensemble Room)
	Percussion- Mr. Doyle	(Band Hall )

## HOW TO CONTACT THE DIRECTORS

**By MAIL**

Prairie Vista Middle School Band  
8000 Comanche Springs Drive  
Fort Worth, Texas 76131

**By EMAIL**

Mrs. Robnett email: [arobnett@ems-isd.net](mailto:arobnett@ems-isd.net)  
Mrs. Anderson email: [janderson@ems-isd.net](mailto:janderson@ems-isd.net)

**By PHONE**

Middle School Band Hall  
817.847.9210

**By STUDENT**

You are always welcome to send a note with your child.  
Please include a phone number or email address where you can be reached.

We want to hear from you. Please let us know when we can assist you and your child.

**EMAIL IS THE BEST WAY TO REACH A BAND DIRECTOR**

# BAND MEMBER EXPECTATIONS

The Prairie Vista Band Staff believes that hard work, dedication, and discipline lead to superior performance and pride. In turn, we have one general guideline under which the program operates:

**If you need to be shown on a piece of paper how to act and what is expected of your behavior while in this class – BAND may not be the place for you!**

However, we do have some general expectations for band students:

1. Enter the band hall silently and read the board for instructions.
2. Be in your seat in ready position with all necessary supplies *before* the bell.
3. Listen and be responsive.
4. Start and stop together.
5. Return your materials to their appropriate place.
6. Leave the band hall in an orderly fashion when dismissed by the director.
7. Absolutely no gum, food, candy, or drinks (with the exception of water) are allowed in the band hall.
8. Any class books, library books, clothing, etc. that is left will be placed in the school lost and found. *The Band Hall is not your locker.*
9. No one shall play, hold, or otherwise operate or handle another person's instrument. This includes all electronic and percussion equipment around the Band Hall. **If it is not yours, do not touch it!!**
10. Absolutely no running or horseplay in the band hall. Do not handle any equipment without a director's permission.
11. Only band students are allowed in the band hall.

Prairie Vista Band members take pride in themselves, their school, and the organization. Members of the band are considered model students by the PV faculty and community.

**STUDENT PRIDE IS HEAVILY RESPONSIBLE FOR THE PRAIRIE VISTA MIDDLE SCHOOL BAND PROGRAM'S SUCCESS!**

**Consequences for Negative Behavior**

1<sup>st</sup> Offense – Verbal warning. Students will be offered the chance to correct their behavior. Students will not earn all possible points for class participation.

2<sup>nd</sup> Offense – Verbal warning / Parent Contact

3<sup>rd</sup> Offense – Parent Contact/Classroom Isolation. The director will call or conference with the student's parents in order to correct the behavior. A band detention may be given at this time. Students will not be credited any class participation points.

4<sup>th</sup> Offense – Parent Contact/Possible Office Referral - This is a **LAST RESORT**

**Ten Commandments of Band Professionalism**

1. Do the Right Thing
2. To Be Early Is To Be On Time
3. Keep A First Division Band Hall, Attitude, and Example To Others
4. Always Have the Right Tools to Do the Job
5. Get Over It
6. Respect and Treat Others As You Would Like to Be Respected and Treated
7. Make It Work
8. Check Your Ego at the Door
9. Know when to lead; Know When to Follow; Know the Difference
10. Allow Teaching/Learning to Happen and Encourage All Parties Involved

# Performance Expectations

Band is a performance-based class and, therefore, all performances and rehearsals are mandatory and graded. The student's only opportunity to showcase their knowledge, skills, and talent gained through band is through the performance and concert setting. Occasionally, extra rehearsals and performance opportunities are required in order to enhance a student's knowledge and skills. Please mark the dates listed in the band calendar on your family calendar. This will ensure that you will not schedule conflicts with a required event. Students and parents must follow proper procedures in order to be excused from any sectional, rehearsal, or performance.

## Sectionals

Students in the Honor Band will be required to attend weekly sectionals in the Fall/Spring semesters to prepare for All Region/U.I.L. A detailed "Sectional Calendar" will be given to members of the Honor Band as each semester begins. Students in the Honor Band and Symphonic Band may be required to attend a sectional if advance notice is given. Students will be graded on their timeliness, attendance, and attitude at all sectionals.

## Rehearsals

Band directors will often use the term "rehearsal" in describing our regular class. Rehearsals are also defined as extra sessions outside of the school day that are required and graded. There are no required rehearsals outside of the school day for members of the Beginning Band during the fall semester. In the spring the need may arise for 1-2 after school rehearsals. Honor Band and Symphonic Band members have some outside rehearsals. These are usually before a major performance such as U.I.L. Students will not be required to attend any extra rehearsals not currently listed on the Calendar in this handbook unless they are given one-week advance notice. Students will be graded on their attendance, timeliness, attitude, and work during rehearsals.

## Pep Rallies

Pep Rallies are required performances for all members of the Honor Band and Symphonic Band. All members of these ensembles, including athletes will perform at every Pep Rally unless excused by a band director. Cheerleaders are excused from Pep Rally performances unless they are not cheering. Students will receive a grade for Pep Rallies. We will wear band t-shirts for pep rallies and grades will be given for dressing appropriately or not. Students may be denied the opportunity to play with the band for not being dressed appropriately.

## Concerts

All concerts are required performances. Students will not be required to attend any extra performances not listed on the Calendar unless they are given a two-week advance notice.

Students will be graded on their:

- ✓ Attendance and Timeliness. Students will not be excused from a performance unless they follow proper procedure.
- ✓ Etiquette. Students are expected to behave appropriately during a concert whether they are performing or not. Rules for Concert Etiquette can be found in this handbook.
- ✓ Uniform. It is imperative that students dress appropriately for all concerts. Uniformity is a judged aspect of contests and adds professionalism to every concert. Details on appropriate uniform for all band members can be found in this handbook.

## All-Region Band Auditions

Every fall, band students across the state prepare for the All-Region Band Audition. Members of the Honor Band are required to prepare the music for this audition, and Symphonic Band members are encouraged to do the same. Students auditioning for this prestigious honor are expected to fulfill the commitments attached to it.

### Solo/ Ensemble Contest

Solo and Ensemble affords every member of the PVM Band the opportunity to individually prepare a piece of music to perform for a judge. Students are given a rating and critique of their performance. Because of the great benefits this Contest gives our students, it is a requirement that all members of the PVM Band prepare and perform at this contest.

### Band Placement Audition

At the end of the year, each returning Middle School Band student will be required to audition for placement the next years' bands. The band staff will assign material to be performed for the audition. Each student will be scored and ranked based on that performance and points earned throughout the year by participating in the following:

- All-Region Band
- All-District Band
- Solo/Ensemble
- Points may be deducted for eligibility status and poor discipline record

Any student that does not audition will be placed at the end of their section in Symphonic Band.

### Procedure To Be Excused From an Extra Rehearsal or a Required Performance

It is very important that every member of an ensemble be present for every rehearsal and performance. The directors realize that from time to time, a student may be unable to attend a rehearsal or performance. Excusable absences include student illness or death in the family. Unforeseeable family emergencies will be excused on a case-by-case basis. Below, we have a procedure know as "P.E.N." in place to allow a student to be properly excused when needed:

**Phone** – Call the Band Office to notify the director of your absence.

**Explanation** – Explain the reasons for your absence to the director.

**Note** – Bring a signed note from your parents with information regarding the absence(emails accepted).

Remember; **P.E.N.** (Phone-Explanation-Note)! These three steps **MUST** be followed for the absence/tardy to be considered as excused by the director. Communication is the key to success and the best way to handle attendance difficulties. The Band Office phone number is (817) 847-9210.

Please remember that since band is a performance class, **ALL PERFORMANCES ARE REQUIRED**. Students missing a performance are subject to a grade reduction, reassignment in the band or instrument section, restriction from band trips, and possible removal from the band program. *Students that are excused from a performance must complete a make-up assignment to earn credit for the missed performance.* The director will assign make-up assignments.

Students missing school due to illness, death in the family, or other excusable incident must follow the P.E.N. procedure to be excused from band class, rehearsals, and performances.

## ACADEMIC ELIGIBILITY

### Importance

Academic performance is the priority of all EMSISD faculty and administration. Students must achieve high standards in the classroom in order to be successful, as they become adults. Because the band staff shares a belief in high academic standards, we consistently monitor the academic achievement of our students. The band staff also encourages parents to monitor their child's

academic performance throughout the year by reviewing progress reports, report cards, and by contacting your child's teachers.

### No Pass/No Play

While band is considered a curricular activity by the Texas Education Agency, there are occasions when a band event may be considered Extra-Curricular. Curricular activities are not subject to "No Pass/No Play" rules. They are treated as an extension of the classroom and are part of the curriculum as set forth by the state. Examples of curricular activities include sectionals, all rehearsals, winter, and Spring Concerts.

Extra-Curricular activities are subject to "**No Pass/No Play**" rules. Participation in extra-curricular activities requires that a student pass all subjects in the previous grading period. Examples of extra-curricular activities include U.I.L. and Spring Trips. **Students should understand that their grades have a direct influence on other students as well as themselves.** *Every individual in the band plays a vital role as a link in our chain, consequently, when a link is missing – the chain breaks.* Any one individual has the ability to prevent an entire band from performing to its full potential. It is the goal of the Band Staff for every band member to maintain academic eligibility.

### SOUND ADVICE FOR PASSING GRADES

Each student should develop structure and discipline in their study habits. Here are some common sense ideas to help you maintain good standing in all classes.

1. **DO ALL HOMEWORK AND HAND IT IN ON TIME:** The most frequent reason why students fail a class is the failure to turn in assigned work. This is the easiest thing to fix. Do not miss deadlines.
2. **PAY ATTENTION:** Do everything you can to try to discover just what it is the teacher is attempting to get across to you. Take notes, follow along in the text, ask pertinent questions, and avoid distractions.
3. **REVIEW DAILY:** Make a habit of reviewing notes on a daily basis to solidify material covered in class. If you do not understand material being taught, make arrangements with the teacher to get one-on-one help.
4. **FAILING TO PREPARE IS PREPARING TO FAIL:** Prepare for all tests and projects in a timely manner. In comparison, you wouldn't wait until the night before a major performance or audition to begin practicing. By the same token, you shouldn't wait until the night before a test or project deadline to begin the work.
5. **COURTESY:** Treat all teachers with the same respect that you expect from them. A few simple courtesies will go a long way. Paying attention in class will help your relationship with the teacher. Be careful not to draw negative attention to yourself and follow all classroom rules. Ask for extra help and extra credit work. Make the first move towards this, don't wait.
6. **FOLLOW UP:** If you have a failing grade at the 3 weeks reporting period, make every effort to resolve every grade in question.

## *Fees, Supplies, Uniforms and Equipment*

**Please make all checks to: *Prairie Vista Band.***

For special needs, payment plans, please contact the band office at (817) 847-9210 or contact Mrs. Robnett at [Arobnett@ems-isd.net](mailto:Arobnett@ems-isd.net). We will help set up a payment plan. Money should never be a factor, if we know, we can and will help.

### Equipment

Students are responsible for acquiring and maintaining their own quality instrument. All students are responsible for the loss, damage or theft of any instrument in their care. Every student is required to have an EMSISD Instrument Information Form on file in the band office. This form will help the band department organize inventory as well as have a record of information on all instruments entering the band hall.

### Fees

Every band student is required to have certain items that must be purchased through the band department. **Fees do not include the instrument, mouthpiece, reeds, oil, or other needed instrument supplies.**

Beginner Materials include a band book, t-shirt, solo/ensemble fee and other instructional supplies. **A List of Fees will be made available separate to the band handbook.**

Honor Band and Symphonic Band materials include a band binder, band book, t-shirt, polo and other instructional supplies. **A List of Fees will be made available separate to the band handbook.**

### Supplies

Students are responsible for having all necessary accessory supplies everyday in class. These include reeds, valve oil, slide grease and creams, cork grease, sticks, swabs, etc. Most of these items are can be purchased through the band department. A list of accessory prices is posted by the band office. Purchases can be made on a cash/check basis or purchased at a local music store.

**EVERY STUDENT NEEDS A 1 INCH BLACK BINDER.**

### Uniforms

The Beginning Band will receive a band t-shirt as part of their band fees. The t-shirt, along with blue jeans and tennis shoes make up the band uniform for these students. It is the responsibility of all band students to keep their shirt clean and ready for band events.

Symphonic Band and Honor Band will use the band t-shirt as a uniform on occasions such as pep rallies and band trips. For formal events like concerts and U.I.L., these students have a professional concert uniform. The concert uniform for these ensembles is: Black pants, Band polo, black socks and black shoes.

It is very important that students look professional during performances. Therefore, uniforms are part of the grade at all performances.

*Students lacking any part of their uniform could be asked not to perform by a director and be graded as not performing.*

### Refunds

Any payments for band fees are non-refundable. Any trip payments may not be refunded after the final payment due date for that trip. Refunds are also not given due to student eligibility.

### Instrument Repair

Students' instruments must be in working condition in order for appropriate band participation. To assist students in repair, students can send an instrument to a repair shop by following this procedure:

- Notify a band director immediately of any known problem.
- All repair costs are the **responsibility of the student**. Students using a school-owned instrument will be asked to pay a **usage fee of \$50 for the year for these instruments**. This rate is standard and ALL EMSISD Middle schools have the same rate. The usage fee covers the cost of repair for normal usage of an instrument. The usage fee does not cover major repairs due to student negligence.

Students should communicate with their parents regarding any instrument repair work that must be done.

## Course Objectives

By the end of the school year, each Prairie Vista Middle School Band member will be able to:

- Demonstrate proper social development through large group interaction.
- Demonstrate personal and social self-discipline.
- Demonstrate the proper assembly and maintenance techniques of their instrument.
- Demonstrate the proper posture for playing an instrument.
- Demonstrate the proper embouchure for playing his or her specific instrument.
- Demonstrate the correct method of breathing to play a wind instrument.
- Demonstrate the use of proper hand position on his or her specific instrument.
- Demonstrate the ability to produce a good characteristic tone on their specific instrument.
- Identify and demonstrate proper use of various articulation markings.
- Demonstrate a working knowledge of rhythms and rhythmic structure.
- Identify and define various musical terminologies.
- Demonstrate an enhancement in discriminatory listening skills.
- Demonstrate the ability to interact responsibly and appropriately within a large group.
- Demonstrate characteristics of good self-discipline as it relates to classroom structure and practice habits.
- Demonstrate the ability to tune his or her specific instrument by use of electronic tuner AND by aural recognition.
- Demonstrate the physical coordination necessary to facilitate technical passages of music.
- Perform a solo.
- Evaluate the quality of a music performance.

## Grading Policy

**Band is largely a participatory class. If your child does not participate it is hard for us to give them a grade. We do have supply checks and written tests in band. Grades should be seen as a way to gage your progress and foster growth. We have major and minor grades in band. Minor grades constitute 50% and Major 50%. The breakdown is below.**

**20% Practice records**

**30% Daily Grades**

**50% Tests/Concerts**

A note on practice cards: Practice records are very important in band. It is just like homework that a student is to complete in other classes. While the paper is not needed to tell if a student practices it is an important lesson in responsibility. Setting time aside daily to practice is how your student not only becomes a better musician but a disciplined individual.

**YOU ARE ENCOURAGED** to be logged in on parent connection to be able to get updates on your child's averages not only in band, but other classes as well. Weekly all grades are updated.

## Miscellaneous

### *Bus Trips and Behavior*

Transporting a large band from one place to another is not an easy task. It is imperative that students abide by all school and band rules in order to make each trip a pleasant experience for everyone involved. It is very important to maintain a positive image at all times because you not only represent the band, but also the faculty and student body at Prairie Vista Middle School. As ambassadors for our school, strive to behave like good ladies and gentleman at all times. **You**

**will never get a second chance to make a good first impression.** In general, students will be given guidelines and procedures to follow before any trips are made.

### Private Lessons

Private Lessons are opportunities for students to receive extra instruction from a person who has extensive knowledge of their specific instrument. The band staff tries to make these available to any student wishing to gain more knowledge and skills. Students interested in taking private lesson can pick up a Private Lesson Information Packet in the band office. This packet will include information on the cost of lessons, how to obtain a scholarship (if available), and other details.

### Lockers

Band Lockers will be checked weekly for a daily grade. The only item that should be in the band locker is the instrument. We have a Folder/Binder area set up separate to the band lockers for students to use for music. **LOCKS ARE HIGHLY RECOMMENDED!** If you wish to purchase one to use we ask that it be a combination lock and that prior to placing it on a locker you let the band directors know what the combination is so that we may record it so that if a student forgets the combination we can assist them.

### Practice Tips

1. Have a plan. Know what you are going to practice and how long you will spend on each item.
2. Avoid distractions. Practice in a quiet place so you can focus.
3. When and for how long? Practice time should be at least 25 min per session and at least one session per day, even on weekends. If you are still not tired after your minimum time, push yourself and see how long you can go.

Other suggestions: Always use correct posture; use a mirror; have your written plan nearby; use a metronome; when your facial muscles are hurting, do not be afraid to take a short rest before you continue your practice session.

What to practice? After a good warm-up of long-tone scales, work challenging passages of your band music, breaking it down into small segments and putting them together into longer pieces as you can play it successfully. **DO NOT** practice music incorrectly or with an instrument that is not functioning properly. Practicing bad habits teaches bad habits. Additional practice time should be dedicated to fundamental repetition of scales, arpeggios, and other technical elements that train your eyes, mind, and fingers for good muscle memory. Check in the band office for information on approved and appropriate literature for each instrument. Finally, practice practicing! Get into a good habit of playing everyday by playing every day! Professional musicians did not become professional overnight...it takes years to develop musicianship. Even professional musicians are constantly working to make their best better.

## **Prairie Vista Middle School Band 2009-2010 Tentative Calendars**

**A Calendar of events will be available separate from this handbook. Please know that some dates are tentative and subject to change or cancellation. Please try your best to work out any conflicts you may have in advance. Itineraries for contests and trips will be given to you as we receive more information or as the trip date becomes closer.**

**The success of our band program is directly proportional to your level of commitment. We appreciate all you do to make the Prairie Vista Band program a quality organization and a wonderful place to be.**

# PVM Band Member Handbook Acknowledgement 2009-2010

Student's Name \_\_\_\_\_ Instrument \_\_\_\_\_  
Band Class/Period \_\_\_\_\_

**I/we have read and understand the Prairie Vista Middle School Band Member Handbook, and I/we agree to abide by its expectations and policies.**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student Information

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Band Class: \_\_\_\_\_ Instrument: \_\_\_\_\_

Address: \_\_\_\_\_ City and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Lives with: \_\_\_\_\_

THIS WILL BE FILLED IN DURING CLASS:

Instrument Make/Model: \_\_\_\_\_ Instrument Serial Number: \_\_\_\_\_

## Parent/Guardian Information

Mother:  
Name: \_\_\_\_\_

Father:  
Name: \_\_\_\_\_

Phone:  
(work) \_\_\_\_\_  
(home) \_\_\_\_\_  
(cell) \_\_\_\_\_

(work) \_\_\_\_\_  
(home) \_\_\_\_\_  
(cell) \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Please call me to:  
\_\_\_\_\_ Help the band  
\_\_\_\_\_ Chaperone a trip

Please call me to:  
\_\_\_\_\_ Help the band  
\_\_\_\_\_ Chaperone a trip

I can **best** be reached at:  
work/home/cell/email

I can **best** be reached at:  
work/home/cell/email

IN ORDER TO HELP BY CHAPERONING YOU MUST HAVE A CRIMINAL BACKGROUND  
CHECK ON FILE WITH OUR SCHOOL DISTRICT

**FIELD TRIP PERMISSION AND AUTHORIZATION  
FOR EMERGENCY CARE TO MINOR**

As parent/guardian of \_\_\_\_\_, I give my permission to the Eagle Mountain Independent School District for the student indicated to participate with his/her band class on field trips throughout the 2009-2010 school years. Parents will be notified in advance of changes and/or additional field trips. Staff members will accompany the children. He/She will leave the middle school band hall by bus at a predetermined time.

In the event of a medical emergency (in the judgment of school personnel) to the minor student during the trip, I/We hereby authorize ambulance transport, X-ray examination, anesthetic, dental, medical or surgical diagnosis or treatment by any ambulance service, physician, dentist, or hospital services or any other emergency medical services to said minor whether such diagnosis or treatment is rendered at the office of the physician, dentist or hospital.

It is understood that this consent is given in advance of any specific diagnosis or treatment being required, and is given to encourage the band staff who have temporary custody of the minor, and said physician or dentist to exercise the best medical judgment in diagnosis, medical, dental or surgical treatment. I/We understand that I/We will assume full financial responsibility for care rendered. I/We release Eagle Mountain Independent School District from all liability in case of an accident.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Legal Guardian or Person Responsible for Student's Care)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Legal Guardian or Person Responsible for Student's Care)

Insurance Company Name: \_\_\_\_\_

Insurance Company Phone #: \_\_\_\_\_ Group #: \_\_\_\_\_

Please list any allergies or other special medical conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In case of an emergency please call:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relation to Student: \_\_\_\_\_