

2018 MMTA STUDENT ACHIEVEMENT TESTING OVERALL INFORMATION for LAPTF TEACHERS

GOOGLE FORMS & CHECK DUE January 12, 2018

1. Teachers can find the Google Forms to fill out at laptf.org under the “Member Resources” menu, then click “Online Registration & Forms”.
2. TEACHERS must be responsible for filling out the Student Registration Form for each of their students, so we will only need to contact the teacher to check on any corrections.
3. Once TEACHERS have filled out ALL of their Student Registration Forms, they would fill out the Teacher Registration Form and follow the directions for sending in the payment.
4. Everything is explained on the forms and all handouts necessary are on the website. Please print out necessary paperwork and distribute to your students/parents & volunteers.

Sunday, March 4, 2018	-	Levels 1A-5	-	Schoolcraft College, Livonia
Sunday, March 11, 2018	-	Levels 6-9 & Voice	-	Steinway Piano Gallery, Commerce (morning to mid afternoon)
Sunday, March 11, 2018	-	Levels 10-12	-	Steinway Piano Gallery, Commerce (late afternoon to evening)

General Information:

- Register:** **Register only between December 1, 2017 - January 12, 2018.** Fill out a STUDENT REGISTRATION FORM for each student participating. Then, when you're done with your student entries, fill out the TEACHER REGISTRATION FORM which will explain where to send the check.
- Eligibility:** A teacher who is a member of MMTA may enter any student, grades K through 12, or adult student, who has been under their instruction for at least 6 months. Teachers must have paid their annual dues to MTNA by November 1 of the current school year.
- Fee:** \$35 per student.
- Repertoire:** Please refer to pages 305-330 of the new Handbook. Repertoire listed in the handbook is a suggestion, not a requirement. Each student **MUST BRING** his or her **OWN MUSIC** or s/he will **NOT** be allowed to perform. *No photocopies will be allowed without written consent of the publisher. You may use copies from a legal source such as CD Sheet Music if accompanied by the receipt of purchase.*
- Requirements:** Please refer to pages 15-17 of the new Handbook for Repertoire requirements and Performance time limits. To be “from a musical period” the composer must have lived during that period. For instance, a Sonatina in classical style written by a romantic or modern era composer is still a Romantic or Modern piece. The MTNA Composer Classification List can provide some assistance with this. The list is available on pages 327-330 in the handbook.
- Dress Code:** Appropriate for this special occasion.

Volunteer Information:

There are FIVE SHIFTS:

March 4, 2018 - AM shift (8:30 am - 12:30 pm)

March 4, 2018 - PM shift (Noon - 4:30 pm or event completion)

March 11, 2018 - AM shift (8:30 am - 12:30 pm)

March 11, 2018 - PM (Noon - 3:30 approximately)

March 11, 2018 - Later PM (4:00 - 8:00 approximately)

5. On the TEACHER REGISTRATION Google form, you will choose ONE SHIFT that you CANNOT work and should plan to be available for the other shifts.
6. **Every participating LPTF teacher must work their assigned shifts.** The number of shifts necessary for Teacher volunteers will be determined once we confirm how many students are participating and what volunteers we'll need for each shift. Teachers with over 16 students participating will be needed for all four shifts. For everyone else, we will try to take into consideration the number of students you're entering whenever possible.
7. Teachers with students in Levels 10-12 must be available for the Later PM shift on March 11.
8. There are many jobs that only teachers can do. Please consider getting trained as a Technique/Sight-reading judge so you will be prepared for the changes if we need you.
9. Every participating LPTF teacher must also provide additional volunteers as indicated below. Most of the additional volunteers need to be adults. If you're required to provide 2-3 additional volunteers, only one can be a student.
10. You will receive an email with a google form to fill out for your additional volunteers AFTER YOU RECEIVE YOUR STUDENT SCHEDULES. Please have your additional volunteers lined up and return THE GOOGLE FORM ASAP once you receive it.
11. Teachers will then be notified by email of their personal job assignments, as well as their additional workers assignments. **TEACHERS MUST INFORM THEIR ADDITIONAL VOLUNTEERS OF THEIR ASSIGNMENT AND DESCRIBE THEIR DUTIES.** From the LPTF website print, fill out, and distribute the VOLUNTEER INSTRUCTION SHEET for each volunteer.
12. Lunch is provided for judges, teachers, and all-day volunteers.
13. Here are the requirements for the additional volunteers:

# of STUDENTS	ADDITIONAL VOLUNTEER REQUIREMENT
1-4 Students	1 additional half day adult
5-15 Students	2 additional half day volunteers - at least one adult
16 or More Students	3 additional half day volunteers - at least two adults

Semi-Finals:

Refer to pp. 27-29 in your new Handbook for information and requirements about Semi-Finals. Students may NOT enter Semi-Finals if they know they will NOT be available for State Finals. More information will be forthcoming in your SAT packets or in emails.

Application Deadline: March 19, 2018

Semi-Finals for Eastern District: April 14, 2018

(Steinway Piano Gallery, Commerce Township)

Finals for Eastern Division: May 5, 2018

(Michigan State University Music Building, Main Campus)