

## School of the Arts Timeline for 2017 Audition Process JANUARY 24-26, 2017

Date	Item/Event	Action Items	Who	Tasks	Anticipated Expenses
Week of October 17, 2016 - 4 weeks prior to SOC Open House	Notification of SOTA's SOC Open House	<ul style="list-style-type: none"> <li>◦ Delivery of postcard invitation to all RCSD families in 6<sup>th</sup> grade.</li> <li>◦ Communication updates posted on SOTA website.</li> </ul>	SOTA	<ul style="list-style-type: none"> <li>◦ Design, Create and prepare postcard invitation/application mailing.</li> <li>◦ Obtain current contact list from Student Placement/Mail Room of all 6<sup>th</sup> grade families including private/parochial, charter and parental placements.</li> <li>◦ Mail merge, print and prepare postcards for postal delivery</li> <li>◦ prepare duplicate set for distribution through students' home school.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Printing</li> <li>◦ Postage</li> </ul>
November TBD, 2016	Host PD for RCSD Teachers on SOTA Audition Process	<ul style="list-style-type: none"> <li>◦ Presentation of Audition Process</li> <li>◦ Detail Audition workshops for All Arts</li> </ul>	SOTA	Scheduled through T&L Dept. of the Arts	
November 16, 2016 6:30 PM - 8:00 PM	SOTA Open House / Recruitment Night	<ul style="list-style-type: none"> <li>◦ Distribution of Audition / Recruitment Documents</li> <li>◦ Communication of agreed upon timelines with established hard deadlines</li> <li>◦ Distribution SOTA Application on-site and made available to community via website, bulletin board, RCSD e-mail blast, robo-calls, etc.</li> </ul>	SOTA	<ul style="list-style-type: none"> <li>◦ Updating / Recreation of all Audition / Recruitment documents including;</li> <li>-Audition Slide Show (PPT)</li> <li>-Teacher Recommendation Forms</li> <li>-SOTA Audition Process Document</li> <li>-SOTA Brag Sheet</li> <li>-8 department prep sheets</li> <li>-Update SOTA Promotional Video</li> <li>◦ Submit Board Resolution to secure funding for additional work (SOTA Audition Days) for SOTA staff</li> </ul>	<ul style="list-style-type: none"> <li>◦ Printing</li> <li>◦ Clerical OT</li> <li>◦ Return Envelopes</li> </ul>
November 17, 2016 - January 20, 2017	Networking / Audition Preparation	<ul style="list-style-type: none"> <li>◦ School Visits</li> <li>◦ Audition workshops / PD</li> </ul>	SOTA	<ul style="list-style-type: none"> <li>◦ Schedule personal contact with RCSD Elementary schools through Special Education Cadres</li> <li>◦ Schedule and hold audition workshops by department for RCSD Teachers as professional development opportunities for classroom teachers within the Arts</li> <li>◦ Schedule City-Wide presentation to teachers through Department of Teaching and Learning (Hanan)</li> <li>◦ In-service SOTA Arts staff on audition process</li> </ul>	
December 1, 2016	Personnel Authorization for Teachers and Administrators	Complete and submit PA to BOE for approval	SOTA	Schedule, Complete and Submit	
December 16, 2016	Proposed Deadline for Completed SOTA Application	Applications returned to SOTA via postage paid envelope for scheduling and processing	SOTA	◦ Date/Time Stamp audition materials as they are received	
December 19, 2016 - December 31, 2016		Processing	SOTA	<ul style="list-style-type: none"> <li>◦ Capture Application Data</li> <li>◦ Build Audition Database</li> </ul>	
January 3, 2017 - January 6, 2017		Scheduling	SOTA	◦ Schedule Auditions	
January 9, 2017 - 2 weeks prior to Scheduled Auditions	Audition Notification	Communicate scheduled auditions to parents and district personnel	SOTA	<ul style="list-style-type: none"> <li>◦ Mail audition notification letters to parents</li> <li>◦ Email elementary principals list of student applicants specific to their school</li> </ul>	◦ Postage
January 24, 2017 - January 26, 2017	SOTA Audition Dates	Student Auditions	SOTA	<ul style="list-style-type: none"> <li>◦ Prepare Audition Packets by Department</li> <li>◦ Prepare Registration Materials</li> </ul>	◦ Staffing
February 10, 2017	Audition Process Completed	◦ Delivery of Audition Status to Student Placement (Acceptances and Denials)	SOTA	◦ Prepare deliverables	◦ Postage
April TBD, 2017	Placement Confirmation	<ul style="list-style-type: none"> <li>◦ Final placements to SOTA confirmed by Office of Student Placement</li> <li>◦ Notification Letters mailed to parents</li> <li>(To be complete in tandem with Student Placement)</li> </ul>	RCSD	◦ Confirmation of Notification Date with Office of Student Placement	