

**WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT**  
**Music Department**

**Elementary Student Selection Process**

- \*\* There are approximately 30-34 instruments available to each elementary school from the District inventory.
1. The teacher assigned to a given school will meet with **returning students**, distribute permission slips, collect returned permission slips, and start instruction as soon as possible.
  2. Classroom presentations: teachers will schedule a time to speak with the individual classes, demonstrate the instruments, describe the program expectations, and distribute permission slips.
  3. Teachers will collect permission slips and make arrangements to screen each class to determine the most appropriate instrument for the child's embouchure. If a child cannot produce a sound on a mouthpiece, another instrument is recommended. If the child cannot produce a sound on the instrument of choice yet is determined to learn that instrument, he/she will be allowed to pursue his/her interest. It may be necessary for that child to rent an instrument depending on the available inventory.
  4. After determining the instrument needs of the returning students, the teacher will determine the number of school instruments available to students.
  5. The teacher will determine which students are able to provide their own instrument (rental, purchased, or borrowed)
  6. If there are more requests for school instruments than there are available instruments, students names will be entered in a lottery and picked at random. Students that are not chosen will have their names put on a waiting list.
  7. Loan forms will be sent home to be signed and instruments will be distributed when they have been returned.
  8. After all teachers have distributed instruments, any that are left unassigned will be re-distributed to those teachers that have waiting lists to service those students that are still interested. Loan Forms will be issued at that time to be completed and returned.

\*\*For questions or clarification, contact Patrick Martin, the VAPA Coordinator at 510-307-7864 ext. 28342.or e-mail at [pmartin@wccusd.net](mailto:pmartin@wccusd.net)