

September 2011

Sun Mon Tue Wed Thu Fri Sat

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4	5 Labor Day: Offices Closed <input type="checkbox"/> Fall Estimated Hours Due	6 First day of extended-day preschool <input type="checkbox"/> Recital Sign-Up Sheets Due <input type="checkbox"/> Schedule Openings Due <input type="checkbox"/> Teaching Schedules Due (mark observables & book levels)	7	8 Certificate Program begins <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">String Meeting 10:15, MC</div>	9	10
11	12 First day of Monday Orchestras & Groups Fall Music Together Session begins	13	14	15 First day of Thursday Violin & Cello Group <div style="border: 1px solid black; padding: 5px; display: inline-block;">Piano Faculty Meeting Noon, MC</div>	16 First day of Friday Violin, Viola & Cello Group Classes, Discovery Strings, Opus Piano Play-in 6:00 pm	17 First day of Saturday violin group Piano Play-ins 12:30, 1:30, 3pm
18 Piano Play-in 2:30 pm	19	20	21	22	23 Silent Basket Response sheet due	24 <input type="checkbox"/> Hourly Employees' Timesheets Due
25	26	27	28	29	30	

LOOKING AHEAD...

<p>October 6 October 6 October 13</p>	<p>String Faculty Meeting, 10:15 a.m.—MAIN General Faculty Meeting, noon—MAIN Piano Faculty Meeting, 12:00 p.m.—MAIN</p>
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PREUCIL SCHOOL OF MUSIC

Information for Faculty & Staff

September 2011

- **Labor Day Weekend:** Both offices will be closed. Please make sure your Saturday & Monday students (and the office!) know whether or not you are planning on teaching.
- **Estimated Hours:** Due by August 25 to be paid on September 1 **OR** due by September 5 to be paid on September 15. Extra estimated hours sheets are located outside the office door (Main Campus) or in the office (North Campus).
- **Recital Information:** Recital Sign-up sheets that were distributed at Registration are due to the Main Campus office by September 6. After 9/6, any unused spots on any recital are open to any faculty member and will be posted on the bulletin board in the Main Campus Assembly Room.
- **Teaching Schedules:** Please submit a copy of your teaching schedule to Pam by September 6. Before you turn it in, please indicate which students are observable and their book level.