

To be eligible to teach private music lessons in Plano ISD schools, an individual must be on the official cleared list of Independent Music Contractors on file in the Plano ISD Fine Arts office. Following a successful interview/audition with one or more of the senior high school directors listed, the individual will receive a packet of requirements, listed below

- ♪ **The Plano ISD Supplemental Music Lesson Contractor Application Form**
This form is provided in the packet and must be completed and on file in the Plano ISD Fine Arts office.
- ♪ **The Plano ISD Independent Contractor Agreement**
This form is provided in the packet and must be completed and on file in the Plano ISD Fine Arts office.
- ♪ **The Plano ISD Volunteer/Contracted Services Criminal History Check**
The scan sheet is provided in the packet and must be completed, submitted and on file in the Plano ISD Fine Arts office. Your Criminal History check must be cleared before becoming an independent contractor.
- ♪ **Senate Bill 9 – GUIDE FOR SCHOOL CONTRACTORS DPS AND FBI CRIMINAL HISTORY CHECKS**
This document provided in the packet states the information for you to initiate the fingerprinting process. In the process you will receive a web address and phone number for instructions to follow to meet the legislative requirement passed in Senate Bill 9. This new requirement is effective 1/1/08 for all new contracts for any contractors that have direct contact with students. It requires contractors to be fingerprinted and provide the fingerprint FAST receipt to the PISD Fine Arts office.
- ♪ **Confirmation of Professional/Malpractice Liability insurance**
The liability insurance offered by TMEA meets our requirements; other insurance policies will have to be cleared through the Risk Management Office. The TMEA application form and instructions are available on-line at www.tmea.org. Plano ISD must receive the confirmation of Professional/Malpractice Liability insurance from your provider.
- ♪ **Payment of the Building Use Fee**
The building use fee is \$25 for each semester – fall, spring, and summer. The building fee must be paid to be a cleared independent music contractor. *As an incentive, contractors may submit a payment combining both semester building usage fees and receive the discounted rate of \$40.00.*
- ♪ **Plano ISD Independent Contractor Badge**
This is issued after all the above is on file with the Plano ISD Fine Arts office. The Independent Music Contractor Badge must be issued for you to be an Independent Music Contractor and must be worn when on Plano ISD property.

Information on the forms you submit is for the Plano ISD Fine Arts office use only. When you have been cleared to teach, your name, address, e-mail address, and the instruments you teach will be submitted to the directors at the Plano ISD middle schools, high schools, and senior highs.

Independent music contractors receive payments directly from your students and are responsible for all billing and collection. The lesson rate is set district-wide and adjusted periodically in accordance with local market factors.