

October 12, 1957

Memo re Piano Department

Any problems concerning students within the Piano Department should be solved between teacher and parent and pupil, if possible. For further assistance, the head of the Piano Faculty (E. Ho) should be consulted.

Final decisions concerning drops, scholarships, and special problems shall be made by the Director of the Music School (J.Kelly).

The following procedures should be observed in scheduling of piano students:

1. All information concerning applicants (age, previous study, access to piano, family background, interest) shall be obtained by the secretary-registrar (D.Moritz).
2. Discussion will be held among piano faculty regarding combinations and placement of students into their respective schedules.
3. These discussions shall take place during the meetings of the Piano Faculty every two weeks. Special meetings may be called when necessary.

Suggestions for information on questionnaire for new students:

Name and Address	School	Family Background
Age	Previous Study	Interest as can be determined at that time.
Sex	Access to Piano	Comments (concerning parents, parent-child relationship, broken home, whether forced to take lessons, etc.).

Suggestions from teachers are being asked for regarding the above. Please note your comments on the above and return to E. Ho.