



Dear _____,

Your dance student, _____, is currently enrolled in the Dr. Phillips Dance Magnet. **10% of their final grade (equal to one letter grade) is based on their work with an outside studio.** He/she has chosen your class to receive their quarterly evaluations. **THIS IS VERY IMPORTANT AND WE ASK FOR YOUR COOPERATION IN HELPING TO GET THEM FILLED OUT CORRECTLY AND BACK ON TIME. The evaluations are due back to the student by:**

Oct 11 (Th)

Dec 14 (F)

Mar 10 (M)

May 16 (F)

In order for this evaluation to be effective in the education of our mutual students, we would like for you to be able to fill it out in confidence, so you can be totally objective. Please read the following instructions:

Student brings you the evaluation 2 weeks **before** the due date so you can fill it out at your convenience and return it to the student in a sealed envelope with your signature on the back flap. **It will be THEIR responsibility to return it to DPMS.**

We are hoping that by working together, we might be in communication about the progress of our mutual dancers, and create a dialogue between teachers (about areas of concern, or positive things we would like to reinforce).

Also keep in mind that all dance teachers may come free (as our guests) to any Dr. Phillips Magnet Dance Production, so that you may see your dancers in action. Please contact us a week before each concert so we can add you to our comp list! We thank you in advance for your extra time, and hope your season is wonderful!

Thank you,

Kathy Follensbee and Ashley Sherman
Directors, Dr. Phillips Dance Magnet (407) 355-3200 x2273
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