

**Atlanta Public Schools  
MUSIC INSTRUMENT LOAN AGREEMENT RECORD**

Instrument					School				School Code		
Instrument Brand					Model				Replacement Cost		
<b>Condition of Instrument</b>					Serial Number						
Excellent		Good		Fair		Poor		Comments			

STRINGS	
Case	
Bow	
Extra Strings	
Rosin	
Rock Stop	
Mute	
Other	

WOODWINDS	
Case	
Mouthpiece	
Mouthpiece Cap	
Ligature	
Neck Strap	
Swab	
Cork Grease	

BRASS	
Case	
Mouthpiece	
Valve/Slide Oil	
Slide Grease	
Mute	
Crooks	
Other	

PERCUSSION	
Case	
Sticks/Mallets	
Drum Key	
Strap	
Sling	
Practice Pad	
Other	

I acknowledge receipt of the above instrument. I agree to be responsible for any damage or loss that might occur while in my care, in accordance with school board policies. I agree to return the instrument and accessories upon request.

APPROVED: Music Teacher _____  Date _____
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Parent _____ Student _____ Address _____ City/State/Zip _____ Telephone _____
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**Atlanta Public Schools  
MUSIC UNIFORM LOAN AGREEMENT RECORD**

Student's Name				School				School Code		
Address				Telephone				Date		
Parent's/Guardian's Address							Uniform Replacement Cost			

I understand that all students wearing a music uniform are representing their school to all who see them. I agree to wear my uniform with dignity and pride. I agree to keep it clean and neat. I acknowledge receipt of this uniform, and I agree to be responsible for any damage or loss that might occur while in my care, in accordance with school board policies. I understand that it is my responsibility to adjust the sleeve, trouser, and/or skirt length. I agree to return the uniform upon request, and to have it dry-cleaned before returning it.

Uniform Part	Number	Size	Condition	Date Issued	Date Returned
Tie					
Cummerbund					
Shirt/Blouse/Robe					
Jacket					
Trousers					
Dress/Shirt					
Head Gear					
Plume					
Spats					
Belt/Miscellaneous					

## **INSTRUMENT/UNIFORM LOAN CARD INSTRUCTIONS**

Above is the form for the loan of school owned instruments and uniforms. The instrument and uniform loan card must be signed by the parent/guardian before any equipment is issued to students for use at school or home. Please review the information on the loan card(s) and note:

- Instrument/uniform loan cards must be kept on site at each school for immediate reference by the Principal or other designated staff member.
- Band/orchestra students who withdraw or graduate from school must return all equipment before their records are released.
- Citation of replacement is according to school board policies. These policies are included in your Music Teacher Handbook. Board policy allows for grades to be held until equipment and materials issued to students are returned or replaced.
- School code must be shown on both forms.
- Please work with your Principal to assure that lost or damaged instruments/uniforms and all accessories are recovered or repaired in accordance with school board policy.

On each form, please list the current replacement cost for the entire instrument outfit or uniform. The instrument prices are shown in your instrument bid specification list.

All forms can be found on line at the Music Department web site.

Our school system has invested over \$7,000,000.00 in new allocations to supply equipment to students. We must be accountable to ensure that all equipment is maintained properly. Thank you in advance for your careful attention to your inventory responsibilities.

