



Los Angeles County Arts Commission
Arts Education Program Directory
Update Form

Dear Program Directory Provider,

The LAArtsEd.org Program Directory will be accepting updates for existing programs during the open application period from July 15 to August 26, 2009. Providers who already have programs approved for listing on the website can submit logistical updates for their currently listed programs during this time period by logging in to their previously submitted applications at www.LAArtsEd.org/application.

All program updates must be made by the provider in their program application. Please be aware that when program updates are made in the application, program listings are automatically pulled from LAArtsEd.org pending approval. Submission of the Update Form will notify staff of any pending updates and will initiate the approval process. **Program updates will not be reviewed unless an Update Form has been submitted resulting in the exclusion of the provider's program listing from LAArtsEd.org.**

Please complete sections 1 thru 4 of the Arts Education Program Directory Update Form and submit no later than 5:00 pm, Wednesday, August 26, 2009. Program information will be reviewed within two weeks of submission and providers will receive an email confirming approval of program updates and the reposting of the program listing on LAArtsEd.org.

Approval of updates will be made by Los Angeles County Arts Commission staff. A shift in the scope of existing programs (audience or grade served, application of the standards, program format or subject, etc.) or the addition of new programs requires the submission of a new application to be reviewed by the peer panel. The Commission reserves the right, at its discretion, to require a full application of an arts organization or artist at any point.

UPDATE FORM CHECKLIST:

Please complete:

- Section 1: Provider Information Form
- Section 2: Legal Compliance
- Section 3: Program Listing Updates
- Section 4: Photo & Video Updates

Please submit all program application updates and update forms by 5:00 pm August 26, 2009. To submit update form, please click "Email Form" button at the end of Section 4. If you are unable to email the form, please print the completed form and fax to 213-580-0017 c/o Arts Education Program Directory.

If you have any questions, please contact Elisha Wilson Beach, Implementation Coordinator, *Arts for All*: LA County Regional Blueprint for Arts Education at artsforall@arts.lacounty.gov or 213-202-5936.



Arts Education Program Directory Program Update Form

Section 1: PROVIDER INFORMATION

Contact Name:	
Telephone Number:	
Email Address:	
Name of Organization or Artist:	
Name of Program(s):	

Section 2: LEGAL COMPLIANCE

All arts organizations and artists providing services on LAArtsEd.org are responsible for complying with all applicable laws and policies related to providing educational services, which may including, but are not necessarily limited to, obtaining live scan or other criminal background clearances and documenting health status and the absence of communicable disease.

Have you or anyone employed by the organization ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Note: State law will not permit school districts to employ personnel who have been convicted of a violent/serious felony as defined in the California Penal Code.	
Have you or anyone employed by the organization ever been convicted of a misdemeanor within the last five years which resulted in imprisonment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Note: State law will not permit school district to employ personnel who have been convicted of sex offenses or controlled substances offenses as defined in the California Education Code.	

Section 3: PROGRAM LISTING UPDATES

Please list programs and select which sections of your program have been updated. Actual updates must be completed in the previously approved application. Please log in at www.LAArtsEd.org/application under returning applicants. Be sure to list the LAArtsed.org URL address for each program listing.

Program Name	LAArtsed.org Program URL Address	Section Changed
		<input type="checkbox"/> Applicant Information <input type="checkbox"/> Program Details (refers to letters <i>k-q</i> in application section 5.1) <input type="checkbox"/> Scheduling (refers to application section 2) <input type="checkbox"/> Program Background <input type="checkbox"/> Standards & Learning (refers to letter <i>i</i> in section 5.1)
		<input type="checkbox"/> Applicant Information <input type="checkbox"/> Program Details (refers to letters <i>k-q</i> in application section 5.1) <input type="checkbox"/> Scheduling (refers to application section 2) <input type="checkbox"/> Program Background <input type="checkbox"/> Standards & Learning (refers to letter <i>i</i> in section 5.1)
		<input type="checkbox"/> Applicant Information <input type="checkbox"/> Program Details (refers to letters <i>k-q</i> in application section 5.1) <input type="checkbox"/> Scheduling (refers to application section 2) <input type="checkbox"/> Program Background <input type="checkbox"/> Standards & Learning (refers to letter <i>i</i> in section 5.1)
		<input type="checkbox"/> Applicant Information <input type="checkbox"/> Program Details (refers to letters <i>k-q</i> in application section 5.1) <input type="checkbox"/> Scheduling (refers to application section 2) <input type="checkbox"/> Program Background <input type="checkbox"/> Standards & Learning (refers to letter <i>i</i> in section 5.1)
		<input type="checkbox"/> Applicant Information <input type="checkbox"/> Program Details (refers to letters <i>k-q</i> in application section 5.1) <input type="checkbox"/> Scheduling (refers to application section 2) <input type="checkbox"/> Program Background <input type="checkbox"/> Standards & Learning (refers to letter <i>i</i> in section 5.1)

Section 4: PHOTO & VIDEO UPDATES

Photos should be submitted in JPEG (.jpg); Pict (.pic); Bitmap (.bmp); or GIF (.gif) formats. Please submit the highest quality resolution and largest dimension that is available. Videos should be up to one minute in duration and edited with in and out points specified if submitted source material in fact runs longer than one minute. Videos should be submitted on CD-ROM or via a USB drive as a .WMV, .MOV, or .MPG file. Videos will also be accepted on DVD. The Arts Commission reserves the right to edit videos for the purposes of the website.

- New photos can be submitted in application section 5.2.
- Videos should be mailed to: Los Angeles County Arts Commission, c/o Arts Education Program Directory, 1055 Wilshire Blvd., Suite 800, Los Angeles, CA 90017.

Program Name	LAArtsed.org Program URL Address	Photo(s)	Video
		<input type="checkbox"/> JPEG <input type="checkbox"/> PICT <input type="checkbox"/> BITMAP <input type="checkbox"/> GIF	<input type="checkbox"/> Windows Player <input type="checkbox"/> RealPlayer <input type="checkbox"/> QuickTime <input type="checkbox"/> Flash Cue Information
		<input type="checkbox"/> JPEG <input type="checkbox"/> PICT <input type="checkbox"/> BITMAP <input type="checkbox"/> GIF	<input type="checkbox"/> Windows Player <input type="checkbox"/> RealPlayer <input type="checkbox"/> QuickTime <input type="checkbox"/> Flash Cue Information
		<input type="checkbox"/> JPEG <input type="checkbox"/> PICT <input type="checkbox"/> BITMAP <input type="checkbox"/> GIF	<input type="checkbox"/> Windows Player <input type="checkbox"/> RealPlayer <input type="checkbox"/> QuickTime <input type="checkbox"/> Flash Cue Information
		<input type="checkbox"/> JPEG <input type="checkbox"/> PICT <input type="checkbox"/> BITMAP <input type="checkbox"/> GIF	<input type="checkbox"/> Windows Player <input type="checkbox"/> RealPlayer <input type="checkbox"/> QuickTime <input type="checkbox"/> Flash Cue Information
		<input type="checkbox"/> JPEG <input type="checkbox"/> PICT <input type="checkbox"/> BITMAP <input type="checkbox"/> GIF	<input type="checkbox"/> Windows Player <input type="checkbox"/> RealPlayer <input type="checkbox"/> QuickTime <input type="checkbox"/> Flash Cue Information