



## PROGRAMS FOR STUDENTS

Dear Arts Education Provider,

Arts for All Programs for Students will be accepting updates for existing programs during the open application period from December 14, 2011 until Wednesday, January 25, 2012. Providers who already have programs approved for listing on the Web site 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](http://www.laartsed.org/application).

All program updates must be made by the provider in their program application. Please be aware that when any program updates are made in the application, program listings are automatically taken offline. Submission of the Update Form will notify staff of the pending updates and will initiate the approval process. **Program updates will not be reviewed unless an Update Form is received by Arts for All staff. Only after staff review will the provider's program profile be put back online at Programs for Students.**

Please complete sections 1 thru 4 of the Programs for Students Update Form and submit no later than 5:00 pm, Wednesday, January 25, 2012. Program information will be reviewed within three weeks of submission and providers will receive an email confirming approval of program updates and the reposting of the program listing on Programs for Students.

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 Profile Updates
- Section 4: Photo & Video Updates

**Please submit all program application updates and update forms by 5:00 p.m., January 25, 2012. 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 Programs for Students.**

If you have any questions, please email your question to [artsforall@arts.lacounty.gov](mailto:artsforall@arts.lacounty.gov).



# PROGRAMS FOR STUDENTS

## Update Form

### Section 1: PROVIDER INFORMATION

Contact Name:	
Telephone Number:	
Email Address:	
Arts Education Provider Name:	

### Section 2: LEGAL COMPLIANCE

All arts organizations and artists providing services on Programs for Students 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](http://www.LAArtsEd.org/application) under returning applicants. Be sure to list the URL address for each program listing. [Lost your password?](#)

Program Name	Programs for Students URL Address	Section Changed
		<input type="checkbox"/> Applicant Information (screen 1 or 2) <input type="checkbox"/> Provider Back ground (screen 4) <input type="checkbox"/> Program Details – Description (screen 5, responses 5.1a-h) <input type="checkbox"/> Program Details - Standards (screen 5, responses 5.1i-j) <input type="checkbox"/> Program Details - Scheduling (screen 5, responses 5.1.k – q)
		<input type="checkbox"/> Applicant Information (screen 1 or 2) <input type="checkbox"/> Provider Back ground (screen 4) <input type="checkbox"/> Program Details – Description (screen 5, responses 5.1a-h) <input type="checkbox"/> Program Details - Standards (screen 5, responses 5.1i-j) <input type="checkbox"/> Program Details - Scheduling (screen 5, responses 5.1.k – q)
		<input type="checkbox"/> Applicant Information (screen 1 or 2) <input type="checkbox"/> Provider Back ground (screen 4) <input type="checkbox"/> Program Details – Description (screen 5, responses 5.1a-h) <input type="checkbox"/> Program Details - Standards (screen 5, responses 5.1i-j) <input type="checkbox"/> Program Details - Scheduling (screen 5, responses 5.1.k – q)
		<input type="checkbox"/> Applicant Information (screen 1 or 2) <input type="checkbox"/> Provider Back ground (screen 4) <input type="checkbox"/> Program Details – Description (screen 5, responses 5.1a-h) <input type="checkbox"/> Program Details - Standards (screen 5, responses 5.1i-j) <input type="checkbox"/> Program Details - Scheduling (screen 5, responses 5.1.k – q)
		<input type="checkbox"/> Applicant Information (screen 1 or 2) <input type="checkbox"/> Provider Back ground (screen 4) <input type="checkbox"/> Program Details – Description (screen 5, responses 5.1a-h) <input type="checkbox"/> Program Details - Standards (screen 5, responses 5.1i-j) <input type="checkbox"/> Program Details - Scheduling (screen 5, responses 5.1.k – q)

**Section 4: PHOTO & VIDEO UPDATES**

The photo needs to be in the .jpeg format and no more than 4 megabytes in size. The photo should be orientated as landscape. Videos must be no more than 1 minute in length. Videos must be submitted on CD-ROM or DVD as a .WMV, .MOV, .AVI or .MP4 file, playable on Windows XP platform, including Windows Media Player, RealPlayer, or Quicktime Player. The Arts Commission reserves the right to edit videos for the purposes of the website.

- New photos can be submitted through the online application on Application Entry Screen 5 of 6 in section 5.2.
- Videos should be mailed to: Los Angeles County Arts Commission, c/o Program for Students, 1055 Wilshire Blvd., Suite 800, Los Angeles, CA 90017.

Program Name	Programs for Students URL Address	Photo(s)	Video
		<input type="checkbox"/> JPEG <input type="checkbox"/> JPEG	<input type="checkbox"/> .WMV <input type="checkbox"/> .MOV <input type="checkbox"/> .AVI <input type="checkbox"/> .MP4
		<input type="checkbox"/> JPEG	<input type="checkbox"/> .WMV <input type="checkbox"/> .MOV <input type="checkbox"/> .AVI <input type="checkbox"/> .MP4
		<input type="checkbox"/> JPEG	<input type="checkbox"/> .WMV <input type="checkbox"/> .MOV <input type="checkbox"/> .AVI <input type="checkbox"/> .MP4
		<input type="checkbox"/> JPEG	<input type="checkbox"/> .WMV <input type="checkbox"/> .MOV <input type="checkbox"/> .AVI <input type="checkbox"/> .MP4
		<input type="checkbox"/> JPEG	<input type="checkbox"/> .WMV <input type="checkbox"/> .MOV <input type="checkbox"/> .AVI <input type="checkbox"/> .MP4