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| Complete all fields in CONTACT and STUDENT INFO TAB, save the file with your division name (Ex: YORK.2023...), and send as an attachment by *November 23, 2023* to: rugovschool@radford.edu |
| Please enter the following information for your school division and contact. Areas highlighted in yellow are required. The listed contact will receive an email with appointment times to distribute to students in December. To enter student names, move to the "Student Info" worksheet tab at the bottom of this excel page. Do not submit email addresses for students or separate schools. Each district should have one email contact for distribution of invitation letters. |
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| **School Division** |  |  |  |
|  |  |  |  |  |
| **Division LEA #** |  |  | Please enter as 3 digit code (e.g. 001) |  |
|  |  |  |  |  |
| **Contact Name** |  |  |  |
|  |  |  |  |  |
| **Position** |  |  |  |
|  |  |  |  |  |
| **Email** |  |  |  |
|  |  |  |  |  |
| **Phone** |  |   |  |
|  |  |  |  |  |
| **Mailing Address** |  |  |  |
|  |  |  |  |  |
|  |  | **PLEASE NOTE: student additions, site /date/time changes, no shows (24 hour notice) requested after December 15, 2023 may result in a $25 fee per student payable to the SRGS at Radford University.**  |  |
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| **STUDENT LAST NAME** | **STUDENT FIRST NAME** | **ART DISCIPLINE** |  **INSTRUMENT**  | **VOICE**  | **ADJUDICATION DATE**  | **CONTACT EMAIL (School Contact Personnel only)** | **SPECIAL REQUESTS (specific time, percussion needs, etc.)** |
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| NOVA (Fri-Jan 5th 5pm-9pm) |
| NOVA (Sat-Jan 6th 9am-5pm) |
| RADFORD (Sat-Jan 13th 10am-3pm) |
| NORFOLK (Fri-Jan 19th 6pm-9pm) |
| NORFOLK (Sat-Jan 20th 9am-3pm) |