2026-27
Private Lesson Paperwork Checklist

Please complete the following forms to be eligible to teach as a Private Lesson Instructor for 2026/27

- ***General Information Form***
- ***Consent to Perform Criminal History Background Check in Compliance with the FCRA***
  You must fill in your Driver's License #.
- ***Affidavit***
- ***Private Lesson Program Application***
  Please fill in completely, this information is used to assign your instructor fee level.
- ***Private Lesson Program Instructor Agreement***
- ***Bodily Injury & Property Damage Waiver***
- ***Pre-Service Affidavit for Educational Entities***

You will be notified via email by the Fine Arts Department when you are approved to teach.

Do not schedule any students before you have been approved.

Your approval email will include:

- Notification that you are being added to the approved Private Lesson Instructor list for 2026/27
- Your assigned instructor fee level that dictates the maximum fee you may charge for lessons.
- The 2026/27 Campus Directors Contact List so that you may contact music directors and find eligible students.

Note to returning instructors: you will not be approved to teach if you have an outstanding balance due on your account. Those fees will need to be paid in full before you can begin teaching.

This packet of forms only allows you to work as a Private Lesson Instructor.

Should you wish to do work as a Clinician paid by the district, a separate Request for Proposal (RFP) process must be completed through our district Purchasing Department.

Katy Independent School District

Fine Arts Department

GENERAL INFORMATION

Name: _____

Will you abide by the safety rules of the District? ☐ **Yes** ☐ **No**

Have you ever been convicted of a crime? (This includes misdemeanors, i.e., DWI) ☐ **Yes** ☐ **No**
If the answer is "yes" please give all dates, charges, dates of probation and/or deferred adjudication, etc.

_____
_____
_____
_____

Have you even been convicted of a felony or any crime involving moral turpitude? ☐ **Yes** ☐ **No**

If the answer is "yes" please give all dates, charges of probation and/or deferred adjudication, etc.

_____
_____
_____
_____

Do you currently have a pending felony or misdemeanor charge(s)? ☐ **Yes** ☐ **No**
If the answer is "yes" please explain:

_____
_____
_____

** Moral turpitude is defined as an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general, and is contrary to the accepted rules of right and duty between persons. Crimes involving moral turpitude include, but are not limited to theft, attempted theft, murder, rape, swindling and indecency with a minor.

***The District will review the nature of the offense, the date of the offense, and the relationship between the offense and the position for which the person is applying before making a determination concerning impact upon consideration for employment.

I hereby certify that all information provided in this authorization is true, correct and complete. I understand that if any information is found to be incorrect or incomplete, it may be grounds for cancellation of my or all offers of employment or grounds for termination of employment at the discretion of the District.

_____ _____ _____
Signature ***Date*** ***Phone Number***

_____

PERSONNEL USE ONLY

☐ **Fingerprints Required** _____ _____

☐ **CHH Completed** _____ _____

☐ **Unsubscribed** _____ _____

Katy Independent School District

CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK IN COMPLIANCE WITH THE FCRA
(Fair Credit Reporting Act)

The District requires all individuals who provide services on District campuses and/or facilities to have a criminal background check. As an independent contractor for KISD, I have been advised that, as a part of the application process, the District will conduct a criminal history background check. I do hereby consent to the District's use of any information provided during the application process in performing the criminal history check. The District has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to become an independent contractor for KISD. In addition, I have been informed that I will have an opportunity to clear up any mistaken information reported, within reasonable time frame established at the sole discretion of the District. In compliance with the Fair Credit Reporting Act, I have been advised that, upon request, I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information. NOTE: Any misrepresentation or omission of the information requested on this form will have an adverse impact upon your application to become an independent contractor for KISD.

Last Name _____ **First Name (per birth certificate)** _____ **Middle Name (per birth certificate)** _____

Last Name (per birth certificate) _____ **Address** _____ **City** _____ **State** _____ **Zip** _____

Driver's License #: _____ **Issuing State:** _____ **Email:** _____

XXX-XX-_____ **Social Security Number (last 4 digits only)** _____ **Sex** _____ **Race** _____ / / **Date of Birth**

Are you a KISD Employee? _____ **Are you a KISD Substitute?** _____ **Are you a college student?** _____

I hereby certify that all information provided in this authorization is true, correct and complete. I understand that if any information is found to be incorrect or incomplete, it may be grounds for cancellation of my or all offers of employment or grounds for termination of employment at the discretion of the District.

_____ ***Signature*** _____ ***Date*** _____ ***Phone Number***

PERSONNEL USE ONLY

☐ **Fingerprints Required** _____ _____

☐ **CHH Completed** _____ _____

☐ **Unsubscribed** _____ _____

Katy Independent School District

FINE ARTS DEPARTMENT/BACKGROUND CHECK PAPERWORK

The following affidavit is offered to satisfy the requirement of Texas Education Code section 21.009 for a pre-employment affidavit. For purposes of this affidavit:

Adjudication and conviction, refer for a conviction, plea of guilty or no contest, (nolo contender), probation, suspension, or deferred adjudication.

Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.

Inappropriate relationship refers to the crime of improper relationship between educator and student in Texas Penal Code section 21.12, and any other inappropriate relationship as determined by the State Board for Educator Certification.

I declare the following: **(select one)**

- ◯ I have never been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor.
- ◯ I have been charged with, adjudicated for, or convicted of having an inappropriate relationship with a minor. That charge, adjudication, or conviction was determined to be true. The following are all of the relevant facts pertaining to the charge, adjudication, or conviction.

I declare under penalty of perjury that the foregoing is true and correct.

_____
(Signature of Declarant)

_____
Name (First, Middle, Last)

_____
Address (Street, City, State, Zip Code)

****

2026-27
Katy ISD Private Lessons Program
Application for Private Lessons Instructor

Personal Information **First year at Katy ISD: yes ☐ no ☐**

Name: _____ Date of Birth: _____
Last First Middle

Address: _____
Street City State Zip

Phone: _____ E-Mail Address: _____

Instrument: 1st Choice: _____ 2nd Choice: _____

Please select your highest level of completed education:

☐ High School/Non-Degreed ☐ Bachelor ☐ Master ☐ Doctorate

Institution attended: _____ _____ _____

Please list your teaching experience: (most recent first)

Name of School District/School	From	To	Instrument Taught

Please select total years of teaching listed above:

☐ 0 - 3 years ☐ 4 - 6 years ☐ 7 - 9 years ☐ 10 + years

Personal References: (Include 3 People other than relatives, who have knowledge of your character, personality and working ability.)

Name	Years Known	Phone Number

In signing this application, I certify that ALL the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any incorrect misrepresentation, or omission of information shall be grounds for refusal to hire or, if hired, termination. I also agree to give Katy ISD authorization to contact all references, and employers referenced in this application.

_____ _____
Signature Date

office use only:
Approved Teacher Payment Level: 1 2 3 4 reviewed/approval date: _____

2026-27
Katy ISD Private Lessons Program (PLP)
Instructor Agreement

I,_____, as a Private Lesson Instructor (PLI) in the Katy Independent School District, do agree to the following terms to satisfy district procedures regarding the individual instruction of students in Katy ISD facilities:

1) PLIs are to work with students to develop their individual music performance skills and to enrich the instruction being delivered in the student's music class.
2) Instructors are not to exceed their KISD assigned level amount per 30 minute lesson.
   Level 1 = $24.00; Level 2 = $26.00; Level 3 = $28.00; Level 4 = $30.00
3) **Collection of student fee transactions are strictly between the Private Lesson Instructor and student.** Katy ISD does not receive money from students, nor disperse payment to private lesson instructors.
4) Accurate reporting of all fees collected for instruction is the responsibility of the instructor for tax (IRS) purposes.
5) A Fine Arts PLP Student Attendance Record form will be completed each day by instructor for lessons provided. Forms will be used for tracking attendance of students and facility usage. **Any falsification of lessons given, excused, or unexcused is just cause for dismissal of an instructor from the Katy ISD Private Lessons Program.**
6) Katy ISD will provide the names of all Private Lessons Program Instructors to all campus directors. Campus music directors are in charge of scheduling any students waiting for lessons.
7) Lessons are available only to those students presently enrolled in Katy ISD music programs – Band, Choir, and Orchestra (**grades 6th – 12th only**).
8) Lessons must be taught before or after regular school hours. No lessons will take place during the instructional day.
9) Katy ISD does not monitor or manage virtual private lessons.
10) A $70.00 fee is due to Katy ISD Fine Arts for Facility Usage and Administrative Fees. Please submit your check or money order with your application materials. You will not be placed on the Approved Instructor List until your Administrative Fee has been paid. We also have an option to submit this payment electronically.

    Mail Payment & Application to:
    Katy ISD - Fine Arts
    Private Lesson Program
    PO Box 159
    Katy, TX 77492

Signature of Instructor: _____Date: _____

G. Damon Archer, Executive Director of Fine Arts

Katy Independent School District

Bodily Injury and Property Damage Waiver

BE IT KNOWN, for good consideration, the undersigned, Releasor:

Name of Releaser
Street Address of Releaser
City, State, Zip of Releaser

Jointly and severally hereby forever release, discharge and acquit Releasee:

Katy Independent School District
6301 S. Stadium Lane
Katy, TX 77494

From any and all contracts, claims, suits, actions or liabilities both in law and in equity specifically arising from, relating to or otherwise described as and limited to:

Event leading to release To provide services at any Katy ISD facility as a private lessons instructor for the 2026-27 academic year.
Date of Original Contract

This release applies only to the foregoing matters and extends to no other debt, account, agreement, obligations, cause of action, liability or undertaking by and between the parties, which, if existing, shall survive this release and remain in full force and effect and undisturbed by this specific release.

This release shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives as follows:

Contractor	School/Department Official
Printed Name	Position
Signature of Releaser	Signature of Katy ISD Administrator
Date	Date

PRE-EMPLOYMENT OR PRE-SERVICE AFFIDAVIT FOR EDUCATIONAL ENTITIES

Pursuant to Texas Education Code (TEC) §22A.055, a person applying for employment with or who will act as a service provider for an educational entity (school district, district of innovation, open-enrollment charter school, other charter entity, regional education service center, or shared services arrangement) ***must*** *submit, using a form adopted by the agency, a pre-employment or pre-service affidavit.*

Section 1 - Penalties for Failure to Disclose Required Information

A person commits an offense, a Class B misdemeanor, if the person fails to disclose information required to be disclosed under TEC §22A.055. Additionally, a determination that an employee or person providing services failed to disclose information required to be disclosed by a person under TEC §22A.055 is grounds for termination of employment or service.

Section 2 – Disclosure of Work History and Consent for Release of Records

Have you previously been employed by or acted as a service provider, or are you currently employed by or currently acting as a service provider for a public or private school?	Yes ☐ No ☐
Do you consent for release of your prior employment records? *Pursuant to TEC §22A.055, a person applying for employment with or who will act as a service provider for an educational entity must consent for release of the person's employment records.*	Yes ☐ No ☐

Section 3 – Disclosure of Investigation or Placement on the Do Not Hire Registry

Have you ever been terminated, non-renewed, or discharged from a public or private school?	Yes ☐ No ☐
Have you ever resigned, in lieu of being terminated or discharged, from a public or private school?	Yes ☐ No ☐

Have you ever been investigated by a law enforcement or child protective services agency for, or charged with, adjudicated for, or convicted of, an offense involving the following conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D) ?: • abused or otherwise committed an unlawful act with a student or minor, including by engaging in conduct that involves physical mistreatment or constitutes a threat of violence to a student or minor and that is not justified under Chapter 9, Penal Code, regardless of whether the conduct resulted in bodily injury; • was involved in or solicited a romantic relationship with or solicited or engaged in sexual contact with a student or minor; • engaged in inappropriate communications with a student or minor, as defined by board rule; • failed to maintain appropriate boundaries with a student or minor, as defined by board rule; *Adjudication and conviction refer to a conviction, plea of guilty or no contest (nolo contendre), probation, suspension, or deferred adjudication.* *Charge refers to a formal criminal charge as documented by a primary charging instrument (a complaint, information, or indictment) under the Texas Code of Criminal Procedure.*	Yes ☐ No ☐
Have you ever been investigated by a licensing authority or had a license, certificate, or permit denied, suspended, revoked, or subject to another sanction in this state or another state for conduct described by TEC §22A.051(a)(2)(A), (B), (C), or (D), which is described above?	Yes ☐ No ☐
Are you now the subject of an inquiry, disciplinary action, review, or investigation, by any public or private school, by a teacher-licensing agency, by any law enforcement agency, or in the court of Texas or any other state in connection with any alleged misconduct?	Yes ☐ No ☐
Have you ever been listed on the Do Not Hire Registry under TEC §22A.151 by the Texas Education Agency.	Yes ☐ No ☐
If you answered YES to any question in this section, disclose all relevant facts known to you pertaining to the matter, including, if applicable to the action, whether the allegation was determined to be true or false.	

Section 3 – Declaration of Applicant

Name (First, Middle, Last) | Date of Birth

Address (House/Unit # and Street Name)

Address (City, State, Zip Code) | County

Signature | Date Signed