

## NOMINEE ASSURANCE AND SIGNATURE:

*I attest to the accuracy of the information submitted for review by the Teacher of the Year Committee and Reviewers and give my permission for Magnet Schools of America to publish and release any and all information included in this application.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## MAGNET DIRECTOR/DESIGNEE SIGNATURE:

*I attest to the accuracy of the information submitted by the above nominee for the 2017-2018 Magnet Teacher of the Year Application.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## TRANSMITTAL INSTRUCTIONS:

Complete applications will include the following items listed below, and **must be uploaded/submitted online at [www.magnet.edu](http://www.magnet.edu)** no later than **Tuesday, December 12, 2017** by the district Magnet Director/Designee. Late applications will not be accepted.

- ✓ **UPLOAD** - a signed 2017-2018 MSA TOY Signature Pages (p. 2 & 3); uploaded as a separate PDF
  - ✓ **COMPLETE ONLINE** - 2017-2018 MSA TOY Applicant Information Page
  - ✓ **COMPLETE ONLINE** - Application Criteria narrative
  - ✓ **UPLOAD** - Letter of Nomination explaining why the nominee is deserving of the award *submitted by the nominator*, signed and dated in PDF
  - ✓ **UPLOAD** - Three Letters of Recommendation, (including **one** from a parent, **one** from a community partner, AND **one** from a co-worker or an administrator) signed and dated, each letter saved and uploaded as a separate PDF
  - ✓ **UPLOAD** - Professional Resume in PDF
  - ✓ **UPLOAD** - Applicant Photo (head shot) in .jpg, .jpeg, .tiff or .png
- Print/Save a copy of all documents for your file.

## NOMINATION PROCESS

- ✓ Nominations for Teacher of the Year must be submitted by the district Magnet Director.
- ✓ Districts may submit more than one candidate.
- ✓ Only MSA Members/Districts may submit candidate nominations.
- ✓ Nomination packet materials:
  - The Magnet Teacher of the Year Signature Pages, **pages 2 and 3**, *signed (upload as separate PDFs)*;
  - Applicant Information, *complete online*;
  - Description of each Application Criteria (Narrative) listed on **pages 4 and 5**, *to demonstrate excellence of performance in leading a Magnet School, complete online*;
  - A letter of nomination explaining why the nominee is deserving of the award submitted by *the nominator*, *signed (upload as PDF)*;
  - Three letters of recommendation including **one** from a parent, **one** from a community partner, AND **one** from a co-worker or an administrator, *letters must be signed (upload as PDF individually)*;
  - A professional resume (*upload as PDF*); and
  - An applicant photo - head shot (*upload as .jpg, .jpeg, .tiff. or .png*).