2016 Teacher of the Year Nomination/Application Guidelines

Participating school districts and open-enrollment charter schools may nominate two teachers — one elementary and one secondary educator.

**Categories**

In most cases, the elementary category consists of early childhood/pre-K through grade 5 teachers, and the secondary category is for teachers of grades 6-12. However, grade divisions and classroom arrangements may vary from district to district. In general, elementary teachers will instruct the same class throughout the day in what is regarded as a traditional grade-school setting; secondary teachers will conduct classes in subject areas in a class-period or block-time schedule to different groups of students during the school day. Any questions regarding the categories should be referred to [TASA](mailto:texastoy@tasanet.org).

**Application Instructions**

* Complete the entire [application form](http://www.tasanet.org/cms/lib07/TX01923126/Centricity/domain/59/2016/application.doc), cover sheet, and essay questions, providing all information requested. **Incomplete applications will be rejected**.
* Be brief and succinct in written responses, focusing on the most significant experiences and characteristics. Double-check for spelling errors. Candidates who add a personal touch to their applications will produce a stronger entry, as well as provide contest judges — who have a limited amount of time to evaluate each entry — with an application that is more readable and targets a nominee’s strengths.
* Submit Section I (page 1) on the form provided. Sections II-VIII may be produced using your word processing software, but please adhere to the format established in the application. Number the sections and the pages. The resulting document should be a clean, clear copy suitable for easy black-and-white copying and placement in a three-ring binder. See more information on formatting below.
* Make sure the candidate, the candidate’s principal and the candidate’s district superintendent (chief school administrator) **sign the application**.
* **Include a photograph**of the candidate. It can be a print or electronic file, but it must be suitable for publicity purposes (a 5"x7" color, high resolution, head shot is ideal). No photocopies will be accepted.
* Submit the completed application, with answers to the essay questions and the cover sheet with original signatures of the applicant, principal and superintendent, to your [Regional Education Service Center](http://www.tasanet.org/Page/98) **no later than**[5 p.m., June 10, 2015](http://www.tasanet.org/Page/90). This is considered the official entry and any failure to meet this deadline will result in disqualification. **Electronic submission of applications (email attachment or fax) is encouraged**. If application materials are faxed, an email attachment submission of the candidate photo is required.
* Both candidates and their districts should retain copies of entry materials, as originals cannot be returned.

**Formatting**

* Use the completed Candidate Application Form (page 1) as the cover sheet for the entry. Please do not add a cover sheet with photos or artwork.
* Type (using word-processing software) all essay question answers, using an easy-to-read font that is no smaller than 10 point. Allow at least a 1-inch margin. Double space.
* Headings that identify the essay topics, such as PROFESSIONAL BIOGRAPHY or PHILOSOPHY OF TEACHING, should be at the beginning of each section.
* Observe the page limits and spacing for each section. **Any additional pages and/or materials submitted will not be presented to the Selection Committee.**
* The application, on plain white paper, should be paper-clipped or submitted in a clear plastic folder with a simple sideways clasp. No notebooks or loose-leaf binders, please.