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| **FOR OFFICE USE ONLY**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Month/Year Received |

KSDE Recognition

Programs Bank

## Candidate Recommendation Form

We invite you to recommend distinguished **elementary (Grade K-5)** building-based teachers, principals or assistant principals, and specialists who are early- to mid-career and meet all of the criteria listed below.

* Educators with exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school.
* Educators who demonstrate exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession.
* Educators whose contributions to education are largely unheralded, yet worthy of the spotlight.
* Early- to mid-career educators who offer strong long-range potential for professional and policy leadership.
* Educators who possess an engaging and inspiring presence that motivates and impacts students, colleagues, and the community.

For teachers, early- to mid-career is between 5 and 18 years. For principals, early- to mid-career is in the first 10 years as an administrator with no more than 20 years total experience. **Educators with bachelor’s degrees in the 1990’s and earlier through 2004 are not eligible.** Educators should have the potential to remain in the profession for 25 more years.

**Include the candidate’s resume as well as a one-page letter explaining how this person meets the above-mentioned criteria.** Please include descriptive and specific information that helps the candidate jump off the page and provides evidence and a convincing case for a national award.

#### Incomplete forms will be eliminated from this process. Forms should be computer-generated or typed, not handwritten.

THIS IS A CONFIDENTIAL PROCESS.  
INDIVIDUALS CANNOT BE AWARE OF THIS RECOMMENDATION.

|  |  |
| --- | --- |
| Recommended Educator: | Click or tap here to enter text. |
|  | *Name* |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Teacher | | | | | | | | | | | | | |
|  | Specialist (specify): | | | Click or tap here to enter text. | | | | | | | | | | |
|  | Grades taught: | | Click or tap here to enter text. | | | | | | | | | | | |
|  | Subject(s) currently taught: | | | | | | | | | | | | | |
|  |  | Reading/English Language Arts | | |  | Social Studies | | | | |  |  |  |  |
|  |  | Science | | |  | Fine Arts | | | | |  |  |  |  |
|  |  | Mathematics | | |  |  |  |  |  |  |  |  |  |  |
|  |  | Foreign Language | | |  |  |  |  |  |  |  |  |  |  |
|  |  | Specify: | | | | | | | | | | | | |
|  |  | Click or tap here to enter text. | | | | | | | | | | | | |
|  |  | Other (specify): | | | | | | | | | | | | |
|  |  | Click or tap here to enter text. | | | | | | | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Principal |  | Grade Levels in building: | | | Click or tap here to enter text. | |
|  | Assistant Principal | | |  | Grade Levels in building: | | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Click or tap here    to enter text. | Total years in education (teacher, principal, assistant principal or specialist). | | |
| Will this individual be at the same school next year? | | Choose an item. |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| School District: | Click or tap here to enter text. | | | | | | | |
| School Name: | Click or tap here to enter text. | | | | | | | |
| School Address: | | | Click or tap here to enter text. | | | | | |
|  | | | City: | Click or tap here to enter text. | | | Zip Code: | Click or tap here to enter text. |
| School Phone: | | Click or tap here to enter text. | | | School Fax: | Click or tap here to enter text. | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Educator's Supervisor: | | | Click or tap here to enter text. | | | |
| Title: | Click or tap here to enter text. | | | | | |
| Phone: | | Click or tap here to enter text. | | Fax: | Click or tap here to enter text. |  |
| Email: | | Click or tap here to enter text. | | | |  |

Rate educator from 1-10 (10 being highest) on the following four criteria and provide detailed, descriptive, and specific information to explain your rating. Please cite examples whenever possible. Evidence of student achievement and value-added impact on students is a high priority. Please include available school and classroom-level data. Use additional space if needed.

|  |  |  |
| --- | --- | --- |
| 1. | Click or tap here to enter text. | Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school. |
|  |  |
|  |  | Comments: |
|  |  | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| 2. | Click or tap here to enter text. | Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession. Include committees, mentoring, awards, publications, and presentations. |
|  |  |
|  |  | Comments: |
|  |  | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| 3. | Click or tap here to enter text. | Strong long-range potential for professional and policy leadership including teacher leadership, mentoring. Predict the educator’s potential to remain in education for at least 25 more years and demonstrate leadership in the profession. |
|  |  |
|  |  | Comments: |
|  |  | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| 4. | Click or tap here to enter text. | Engaging and inspiring presence that motivates and impacts students, colleagues, and the community. Do students perform at higher levels due to the educator, pursue certain careers, credit their success to the educator, etc.? |
|  |  |
|  |  | Comments: |
|  |  | Click or tap here to enter text. |

|  |
| --- |
| Cite evidence of student achievement gains as a result of the educator’s practices, even if from another year: |
| Click or tap here to enter text. |

|  |
| --- |
| Cite awards the educator has received. |
| Click or tap here to enter text. |

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| Other comments: |
| Click or tap here to enter text. |

Education

*(Please note: Educators with a bachelor’s degree in education in the 1990s, and earlier through 2004 are* ***not*** *eligible for the KSDE Recognition Programs Bank.)*

| **SCHOOL ATTENDED** | **DEGREE** | **GRADUATION YEAR** |
| --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Ethnicity of Educator:

|  |  |  |  |
| --- | --- | --- | --- |
|  | White |  | Black or African American |
|  | Asian |  | Native American Indian or Alaska Native |
|  | Hispanic or Latino |  | Native Hawaiian or Other Pacific Islander |
|  | Other (specify): | | |
|  | Click or tap here to enter text. | | |

## References

Please list the names and phone numbers of **three references other than you** for the educator. These individuals will be contacted; therefore, **they should know the educator currently and very well** and be able to **provide information about how the educator meets the criteria**. They should work with the candidate currently or within the last year. References should not include parents or school secretaries.

*\*Usually, the three* individuals *listed as references will be contacted during the summer months when school is not in session; therefore, it is essential that the home phone number and home e-mail address be provided for each individual listed as a reference.*

| 1. | Name: | Click or tap here to enter text. | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | Title | Click or tap here to enter text. | | | | |
|  | Work Phone: | | Click or tap here to enter text. | | Work Email: | Click or tap here to enter text. |
|  | Home Phone\*: | | | Click or tap here to enter text. | Home Email\*: | Click or tap here to enter text. |

| 2. | Name: | Click or tap here to enter text. | | | |
| --- | --- | --- | --- | --- | --- |
|  | Title | Click or tap here to enter text. | | | |
|  | Work Phone: | | Click or tap here to enter text. | Work Email: | Click or tap here to enter text. |
|  | Home Phone\*: | | Click or tap here to enter text. | Home Email\*: | Click or tap here to enter text. |

| 3. | Name: | Click or tap here to enter text. | | | |
| --- | --- | --- | --- | --- | --- |
|  | Title | Click or tap here to enter text. | | | |
|  | Work Phone: | | Click or tap here to enter text. | Work Email: | Click or tap here to enter text. |
|  | Home Phone\*: | | Click or tap here to enter text. | Home Email\*: | Click or tap here to enter text. |

## Contact Information for Person Recommending Educator

| Name: | Click or tap here to enter text. | | | |
| --- | --- | --- | --- | --- |
| Title | Click or tap here to enter text. | | | |
| Work Phone: | | Click or tap here to enter text. | Work Email: | Click or tap here to enter text. |
| Home Phone\*: | | Click or tap here to enter text. | Home Email\*: | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Date: | Click or tap to enter a date. |

# Letter of Recommendation:

The individual who is recommending the educator must write a one-page letter explaining how the educator meets the criteria outlined on page 1 of this form.

Click or tap here to enter text.

# Resume:

The candidate’s resume must include education, work experience, professional contributions, awards, and professional memberships.

Click or tap here to enter text.

Return completed Candidate Recommendation Form, letter of recommendation and educator’s resume to:

Tamla Miller

Communications and Recognition Programs

Kansas State Department of Education

Landon State Office Building

900 S.W. Jackson Street, Suite 102

Topeka, KS 66612-1212

For more information:

Telephone: (785) 296-4950

Candidates may be recommended at any time during the year; however, for awards next fall, recommendations must be submitted by **June 3, 2022.**

Revised 3/23/2022