



Region 7 ESC Teacher of the Year Application Application Submission Checklist

Please carefully review this checklist prior to submitting a Teacher of the Year application. Applications must be submitted via e-mail directly from the superintendent/charter director's office.

- ✓ **Application Cover Sheet.** Complete with signatures from the Superintendent/Charter Director, Campus Principal AND Nominee.
- ✓ **Application Formatting.** The formatting for the entire application meets all requirements: **Font** size is no smaller than 10 points; **Sections** are titled exactly as they are listed in the application; **Pages** are numbered beginning with Section II; **Answers** are limited to the number of pages requested in each section.
- ✓ **Contact Information.** All contact information for the nominee, principal and superintendent/charter director are double-checked for accuracy. Addresses should be **mailing addresses**—not physical—as this is where all future communication and invitations will be sent.
- ✓ **Professional Photo.** Each nominee must submit **one digital photo** suitable for publication purposes. The photo must be a professional, 5x7 head shot that is a minimum of 1500 x2100 pixels at 300 dpi.
- ✓ **Online Questionnaire.** The 2016 Teacher of the Year Nominee Questionnaire is completed (www.esc7.net/TOYquestionnaire).
- ✓ **Application Submission.** *Applications must be submitted electronically via e-mail to apatterson@esc7.net by the superintendent/charter director or their secretary.* Applications **should not be** submitted by the nominee.
- ✓ **Submission Attachments.** E-mailed submissions **must include** the following: **1)** nominee's digital photo; **2)** application cover sheet (Section I) complete with signatures; and **3)** Sections II-IV of the application.