

# **2014-2015 Principal Achievement Award for Outstanding Leadership Nomination Packet**

The Principal Achievement Award for Outstanding Leadership was established in 1988 to recognize exemplary principals for their contributions to their schools and communities. The program honors principals who have spearheaded initiatives to increase student performance and promote safe learning environments, often through establishing partnerships with parents and community members.

As you consider nominations, please include high performing, effective leaders from a variety of school environments. For example, leaders representing charter schools, Blue Ribbon schools, Title I schools, and traditional public schools are eligible.

## **Timeline for Selection of Recipients of 2014-2015 Principal Achievement Award for Outstanding Leadership**

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**Summer 2014** Distribution of nomination packets to superintendents and district program coordinators

**October 27, 2014** Complete nomination packets must be postmarked by this date

**October/November 2014** Selection committee reviews district nominee packets

**Fall 2014** Finalists of Principal Achievement Award for Outstanding Leadership announced

# Nomination Procedures

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The following requirements must be met in nominating a candidate for the 2014-2015 Principal Achievement Award for Outstanding Leadership.

1. Prior to **October 27, 2014**, participating districts must select one candidate. The method and materials used to select the candidates may vary according to the district's procedures.
2. *Nominations will only be accepted from an individual district superintendent or those who collaborate in a consortium. Nomination should be made without regard to race, age, gender, national origin, religious affiliation or disability.*
3. Each district superintendent may nominate one candidate. Each candidate is required to have served his/her current school for the entire school year for which he/she is being nominated.

## Application Materials:

Each application must include the following materials:

- Enclose **two letters of recommendation**. Each letter must not exceed two pages in length. The letters may be prepared by another principal, a district superintendent or designee, a university professor, an assistant principal or a teacher leader.
- **No more than two recommendation letters will be accepted.**
- Attach one recent **color photograph** of the nominee (5" x 7" head shot). The department cannot guarantee that the photograph will be returned. Please do not staple or tape the photograph to the application.
- Mail the **signed nomination form and five copies of the nomination packet** (cover letter, letters of recommendation and application form). Each copy of the application must be stapled at the upper left corner.

## Submitting the application:

- *Submit a completed nomination packet for the nominee with a cover letter from the district superintendent verifying that the nominee has been selected to represent the district for the 2014-2015 Principal Achievement Award for Outstanding Leadership program.*

**Each district nominee must complete and submit the state of Florida's Substitute W9 Form online at the following link: <http://www.myfloridacfo.com/aadir/docs/W-9Instructions022212.pdf>. Paper copies will not be accepted. One of the following confirmations must be included in individual's nomination packet submission:**

**Confirmation page which indicates that the 10-step process has been successfully completed; OR print screen page of the W9 Form.**

**In the event a district nominee is selected as a finalist for the 2014-2015 Principal Achievement Award for Outstanding Leadership, the Florida Department of Education will notify the district superintendent.**

**Packets must be postmarked on or before Monday, October 27, 2014.**

**Send the nomination packet to:**

Principal Achievement Award  
Florida Department of Education  
325 West Gaines Street, Suite 124  
Tallahassee, Florida 32399-0400

## **Monetary Awards**

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Based upon availability of funds appropriated by the Florida Legislature for this purpose, the Florida Department of Education presents awards to each district winner and recipient of the 2014-2015 Principal Achievement Award for Outstanding Leadership.

## **Instructions for completing this section of the Application for the 2014-2015 Principal Achievement Award for Outstanding Leadership:**

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Respond to the following two sections. **Responses must be typed utilizing a font not smaller than 11 point.** Begin each section on a new page. At the top of the page, specify the section number, title, question(s) posed and page limit information. **(A sample header should read as follows: “I. Educational History and Professional Development Activities. Two pages.”)** If the section allows more than one page for the response, the subsequent pages need only be identified with the section number.

Limit your answers to the number of pages requested in each section. In fairness to all nominees, only the number of pages requested will be reviewed.

### **I. Curriculum Vita**

*(Limit response to two pages.)*

- Attach a copy of your curriculum vita

### **II. Leadership for Student Learning**

*(Limit narrative response to five double-spaced pages)*

- Considering the data from your school since you started, what is the story of your school and what role have you played in that story?

# Nomination Form

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Name of District Principal  
Achievement Award Nominee \_\_\_\_\_

School District \_\_\_\_\_

Name of District  
Program Coordinator \_\_\_\_\_

District Program Coordinator's  
Address \_\_\_\_\_

District Program Coordinator's  
Telephone Number \_\_\_\_\_

District Program Coordinator's  
Email Address \_\_\_\_\_

**Packets must be postmarked on or before Monday, October 27, 2014**

**I acknowledge that this nomination is submitted with my approval and that the nominee has received high performance ratings and is well qualified to receive this award.**

\_\_\_\_\_  
**Signature of Superintendent**

# Application Form

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(This form must be completed by nominee. All information must be typed.)

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Home Telephone \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Nominee's School Email Address \_\_\_\_\_

School Telephone \_\_\_\_\_ School Fax \_\_\_\_\_

Total Years  
Experience as Principal \_\_\_\_\_

Number of Years  
in Present Position \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominee

\_\_\_\_\_  
Date