



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. Leaders representing charter schools, Blue Ribbon schools, Title I schools and traditional public schools are eligible.

The Florida Department of Education 2021 Principal of the Year **Timeline for Selection**

- October 2020** Applications are distributed to superintendents, other eligible institutions and program coordinators.
- December 11, 2020** Applications must be submitted online at [2021 Florida Principal of the Year Application](#).
- January 2021** The 2021 Florida Principal of the Year and finalists are identified by state selection committee. Finalists are notified.
- February – March, 2021** The Commissioner of Education announces the 2021 Florida Principal of the Year.

Each district and/or participating institution may nominate only one principal. Only the district superintendent or school director may submit the nomination. Nominations should be made without regard to race, age, gender, national origin, religious affiliation or disability. Personnel who are eligible for the Teacher of the Year; administrative personnel as defined in Section 1012.01(3)(a)-(b), F.S.; or contract employees are not eligible.

Based upon availability of funds, the Florida Department of Education presents monetary awards to the Florida Principal of the Year, each state finalist and each District Principal of the Year.

Nomination Procedures

- Prior to **December 11, 2020**, participating districts and institutions must select a candidate who will represent the district or institution as the Principal of the Year. The method and materials used to select the candidate may vary according to the district.
- The online Principal of the Year Application must be submitted no later than **December 11, 2020**.
- **All** documentation will be submitted as part of the **online application**.

Submission Procedures

Application Checklist:

The application is comprised of the following:

- Superintendent Nomination Letter
- Resume
- Leadership for Student Learning Response
- Letters of Recommendation
- [W-9 Form](#)
- Professional headshot

Note: Before you complete the online application, you will need to gather the components listed above.

Guidelines for Submission

Superintendent Nomination Letter:

Nomination letter from the district superintendent verifying that the nominee has been selected as their District Principal of the Year. Please name this file "*Nominee Last Name, Nominee First Name, Superintendent Nomination Letter*". The superintendent nomination letter will be uploaded into the online application.

Resume:

Nominee's **resume** must be typed in no less than a 10-point font, with a minimum of one inch margins, and a two-page maximum. Please name this file "*Nominee Last Name, Nominee First Name, Resume*". The resume will be uploaded into the online application.

Leadership for Student Learning Writing Prompt:

Nominee's response to the **Leadership for Student Learning** writing prompt must be typed in no less than 10-point font with a five-page maximum. Please name this file "*Nominee Last Name, Nominee First Name, Writing Prompt Response*". The response will be uploaded into the online application.

Leadership for Student Learning Writing Prompt:

What is the story of your school and what role have you played in that story? Include data to support your response.

Letters of Recommendation:

Two letters of recommendation, no more than one page each, must be provided. *One letter of recommendation must be from the nominee’s supervisor;* the other letter may be from a teacher, parent, student, colleague, administrator or civic or community leader. Letters must provide specific examples of the nominee’s contributions to his/her school and district and be distinct in content. No more than two recommendation letters will be accepted. Please name these files “*Nominee Last Name, Nominee First Name, Letter of Recommendation 1*” and “*Nominee Last Name, Nominee First Name, Letter of Recommendation 2*”. The two letters of recommendation will be uploaded into the online application.

W-9 Form

Each district nominee must complete and submit the **Florida Substitute Form W-9** online at <https://flvendor.myfloridacfo.com>. Please name this file “*Nominee Last Name, Nominee First Name, W-9*”.

Paper copies will not be accepted.

- One of the following confirmations **must** be included:
 - Confirmation page indicating the 10-step process has been completed; or
 - Print screen page of the W-9 Form with the Florida State Seal.
- For additional support, please contact the Department of Financial Services at 850-413-3089.
- The confirmation page will be uploaded into the online application.

Professional Headshot:

A professional headshot of the nominee must be included as a JPEG file, 1000x1025 pixel minimum. The nominee’s headshot will be uploaded into the online application.

Online Application Submission

Have you completed the following?

- Superintendent Nomination Letter
- Resume
- Leadership for Student Learning Response
- Letters of Recommendation
- [W-9 Form](#)
- Professional headshot

Once you have completed the components listed above, please access the online application at [2021 Florida Principal of the Year Application](#).

The selection committee will consider and review only the required materials, thus additional materials shall not be submitted with the application.

Please contact the department via email at edrecognition@fldoe.org with any questions regarding the nomination process.

Applications must be received by **December 11, 2020**, in order to be considered by the selection committee. **Applications submitted after this date will not be considered.**

Principal of the Year Rating Form

Nominee Name: _____ District: _____

The rating scale is as follows:

- 0 – Shows no evidence of the indicator
- 1 – Shows little evidence of the indicator
- 2 – Shows adequate evidence of the indicator
- 3 – Shows more than adequate evidence of the indicator
- 4 – Shows exemplary evidence of the indicator

Rate the nominee based on the application and supporting documents using the following indicators:

- _____ 1. The letters of recommendation provide evidence to support award.
- _____ 2. The nominee’s resume reflects his/her educational history, professional experience and recognition.
- _____ 3. The description of the nominee is unique and engaging.
- _____ 4. The Leadership for Student Learning response is focused and reflects appropriate writing mechanics.
- _____ 5. The Leadership for Student Learning response describes initiatives to increase student performance and promote safe learning environments.
- _____ 6. The Leadership for Student Learning response provides data to support decisions and progress made within the school.
- _____ 7. The nominee demonstrates leadership that motivates and impacts students, colleagues and the community.
- _____ 8. The nominee displays educational accomplishments beyond the classroom that provide models of leadership excellence for the profession such as committees, mentoring, professional publications and presentations.

_____ **Point Total**

Quotes or comment from application that best represents this nominee:
