

NOMINEE ASSURANCE AND SIGNATURE:

I attest to the accuracy of the information submitted for review by the Principal of the Year Committee and Reviewers and give my permission for Magnet Schools of America to publish and release any and all information included in this application.

Signature: _____ Date: _____

Print Name: _____

MAGNET DIRECTOR/DESIGNEE SIGNATURE:

I attest to the accuracy of the information submitted by the above nominee for the 2016-2017 Magnet Principal of the Year Application.

Signature: _____ Date: _____

Print Name: _____

Phone: _____ Email: _____

TRANSMITTAL INSTRUCTIONS:

Complete applications will include the following items listed below, and **must be uploaded/ submitted online at www.magnet.edu** no later than Monday, December 12, 2016 by the district Magnet Director/Designee. Late applications will not be accepted.

- ✓ **UPLOAD** - signed 2016-2017 MSA POY Signature Pages (p. 2 & 3); uploaded as a separate PDF
- ✓ **COMPLETE ONLINE** - Short Professional Bio w/ Magnet School Narrative
- ✓ **COMPLETE ONLINE** - 2016-2017 MSA POY Applicant Information Page
- ✓ **COMPLETE ONLINE** - Application Criteria narrative
- ✓ **UPLOAD** - Letter of Nomination explaining why the nominee is deserving of the award *submitted by the nominator*, signed and dated in PDF
- ✓ **UPLOAD** - Three Letters of Recommendation, (including **one** from a parent, **one** from a community partner, AND **one** from a co-worker or an administrator) signed and dated, each letter saved and uploaded as a separate PDF
- ✓ **UPLOAD** - Professional Resume in PDF
- ✓ **UPLOAD** - Applicant Photo (head shot) in .jpg, .jpeg, .tiff or .png

Print/Save a copy of all documents for your file.

NOMINATION PROCESS

- ✓ Nominations for Principal of the Year must be submitted by the district Magnet Director.
- ✓ Districts may submit more than one candidate.
- ✓ Only MSA Members/Districts may submit candidate nominations.
- ✓ Nomination packet materials:
 - The Magnet Principal of the Year Signature Pages, **pages 2 and 3**, *signed (upload as separate PDFs)*;
 - Applicant Information, *complete online*;
 - Short Professional Bio with Narrative describing your Magnet School, *complete online*;
 - Description of each Application Criteria (Narrative) listed on **pages 4 and 5**, *to demonstrate excellence of performance in leading a Magnet School, complete online*;
 - A letter of nomination explaining why the nominee is deserving of the award submitted by *the nominator*, *signed (upload as PDF)*;
 - Three letters of recommendation including **one** from a parent, **one** from a community partner, AND **one** from a co-worker or an administrator, *letters must be signed (upload as separate PDFs)*;
 - A professional resume (*upload as PDF*); and
 - An applicant photo - head shot (*upload as .jpg, .jpeg, .tiff. or .png*).