



## Application Requirements Checklist

Instructions for completing the 2015 Arkansas Teacher of the Year Application (ATOY) form.

- Please provide all information requested on the application form.
- Please limit responses to the number of pages requested in each section – type size no smaller than 10 point. In order to provide all applicants with an equal opportunity, only the number of pages requested will be accepted. Any additional pages and/or materials submitted, such as decorative binders and classroom photographs/art, will not be presented to the selection panel.
- Use margins no smaller than  $\frac{3}{4}$  inch.
- All essay responses must be double-spaced.
- Section I (pages 1-2) must be submitted on the form provided.
- Sections II – VI may be produced using your word processing system, but please adhere to the format established in the application.
- Number the sections and the pages. Include the section title on each page.
- Carefully check applications for neatness and legibility and typographical, grammatical and spelling errors.
- Submit the original copy with blue-ink signatures (candidate, building principal, superintendent and district Teacher of the Year coordinator) and six copies of the application on white paper.
- Submit three letters of support, with each a maximum of one page. (i.e., I recommend (name) for the 2015 ATOY.) Attach the original letters containing the original signatures to the ATOY original nomination form. Attach a copy to each of the six additional copies.
- Staple application materials in the upper left corner. Do not place pages in plastic page holders, folders, binders or notebooks.
- Completed portfolio, including one set with original signatures and six additional copies, must be submitted to Gloria Stephens, Coordinator, Arkansas Teacher of the Year Program, Arkansas Department of Education, Four Capitol Mall, Room 402-A, Little Rock, AR 72201 by 4:30 p.m. Friday, May 30, 2014.