

**NATIONAL DISTINGUISHED PRINCIPALS PROGRAM**  
A Program to Recognize Excellence in School Leadership

***2007 NOMINEE'S  
APPLICATION PACKET***

**Elementary and Middle Level Principals**



**Sponsored by  
The National Association of Elementary School Principals  
in cooperation with  
The United States Department of Education  
and  
in corporate partnership with  
AIG VALIC**

# NATIONAL DISTINGUISHED PRINCIPALS PROGRAM



A Program to Recognize Excellence  
Among Elementary and Middle School Principals

Sponsored by the National Association of Elementary School Principals  
in cooperation with the US Department of Education and  
in corporate partnership with AIG VALIC

The National Distinguished Principals Program is based on three premises:

- It is important that the dedication and enthusiasm of principals who guide children's earliest educational experiences be acknowledged. Recognition is a powerful instrument for building pride in accomplishment and continued determination to pursue excellence.
- The scope and quality of children's educational experiences are determined primarily by the principal, who establishes, through the important work of teachers and the support of caring parents, the character of a particular school's program.
- Children's attitudes toward learning and their perceptions of themselves as lifelong learners are established in the beginning school years. By high school or college, patterns are formed and interventions may be too late.

## CRITERIA FOR SELECTION

The following criteria represent key elements of the varied criteria which already exist in **state principal recognition programs**. Each criterion is to be used as a significant requirement in the selection of the National Distinguished Principal **who will represent your state or organization**. The NDP program is designed to recognize the outstanding leadership of **active, on-line principals**. It is not recognition of service at retirement or a program to reward current state or national association leaders.

**Please note: Grade configurations of *elementary* school candidates must include primary grades (preK-3, K-8, 1-6, etc.); grade configurations of *middle level* school candidates must include upper elementary and middle grades *only* (4-8, 6-7, 5-8, etc.).**

The selected principal:

- is an active principal of a school in which a commitment to excellence is clearly evident through programs designed to meet the academic and social needs of all students, and through firmly established community ties with parents and local business organizations;
- has been an active principal for at least **five** years;
- will be an active principal during the year in which he/she will **receive** the award or a position that provides supervision or leadership to principals.
- shows a strong commitment to the principalship through active membership in professional associations;
- is respected by students, colleagues, parents and the community at large;
- assumes an active role in his/her community, distinguishing himself/herself as a leader in civic, religious or humanitarian activities;
- shows strong educational leadership by setting high expectations for school staff and students; and
- maintains an orderly, purposeful learning environment.

Evidence of outstanding contributions to the well-being of the educational community will include:

- ways in which the principal's leadership has benefited curriculum, staff morale, community support, student interest, and the learning environment;
- increased or consistently high levels of student achievement as demonstrated on the state-wide assessment instrument;
- ways in which the principal provides creative leadership to inspire teachers and others to achieve and contribute to the school environment;
- examples of service or achievements above and beyond what is expected in the usual school program; and
- ways in which others have acknowledged the principal as a force for positive change.

**Note: Any individual who holds the office of State or NAESP President, President-elect, immediate Past President, NAESP Zone Director, or NAESP State Representative during NAESP's officially designated nomination time period of October 1 to May 31 during the year prior to receiving the national award is ineligible for nomination.**



# NATIONAL DISTINGUISHED PRINCIPALS PROGRAM

The National Association of Elementary School Principals  
in cooperation with the US Department of Education and  
in corporate partnership with AIG VALIC

## Nominee's Application Form

(Please type or print)

Please complete:  
 Elementary School Nominee  
Grade configuration: \_\_\_\_\_  
(must include primary grades)  
 Middle School Nominee  
(must **NOT** include primary grades)  
Grade configuration: \_\_\_\_\_

### TO BE COMPLETED BY NOMINEE

**Name** Prefix First Nickname Middle Initial Last Suffix

**Home Address** Street City State Zip+4 Country

**Home Phone** (10-digit) **Home E-mail** (Required)

**School Name**

**School Address** Street City State Zip+4 Country

**School Phone** (10-digit) **School Fax** (10-digit) **School E-mail**

**Membership Status**  NAESP  NAESP State Affiliate  Other (name): \_\_\_\_\_

### COMPLETE THIS SECTION FOR PUBLIC SCHOOL NOMINEE

**State or Area Represented** **School District**

**School Superintendent's Name** **Phone** (10-digit) **E-mail**

**Address** Street City State Zip+4 Country

### COMPLETE THIS SECTION FOR PRIVATE SCHOOL NOMINEE

Representing **Council for American Private Education** (CAPE) organization  
Name of organization: \_\_\_\_\_

Representing **private school organization**  
Name of organization: \_\_\_\_\_

**Independent** nominee: \_\_\_\_\_

**School Type** (check appropriately):  Boarding  Day  Co-ed  Male  Female

**Board Chairman's Name** **Phone** (10-digit) **E-mail**

**Address** Street City State Zip+4 Country

### SCHOOL DEMOGRAPHICS

- School Type** (check one):  Urban  Suburban  Rural
- Enrollment:** \_\_\_\_\_
- Student Racial/Ethnic Composition:** \_\_\_\_\_% American Indian/Alaskan Native, \_\_\_\_\_% Asian,  
\_\_\_\_\_% Black/African American, \_\_\_\_\_% Hispanic or Latino,  
\_\_\_\_\_% Hawaiian Native/Pacific Islander, \_\_\_\_\_% White, \_\_\_\_\_% Other
- Percentage of students receiving free/reduced price lunches:** \_\_\_\_\_%

**PROFESSIONAL PREPARATION**  
(List by most recent degree)

<b>Degree</b> (No abbreviations)	<b>Institution and Location</b>	<b>Dates</b>

**PROFESSIONAL EXPERIENCE**  
(Begin with present position)

<b>Position</b>	<b>Name and Location of School/School District Office</b>	<b>Dates</b>

Total number of years as a principal: \_\_\_\_\_

Total number of years in present school: \_\_\_\_\_

**PROFESSIONAL ACTIVITIES, AWARDS, AND HONORS**

Cite professional organizations of which you are a member, with year(s) of membership and office(s) held. Also cite service on professional committees, task forces and other leadership activities. Give names and dates, in chronological order, of special awards and honors.

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**COMMUNITY SERVICE**

Cite membership in civic, religious, social, athletic, humanitarian, philanthropic or other organizations, and leadership roles played. Cite special awards and honors in chronological order, with dates.

## POSITION STATEMENTS

Using the following six categories as identified in *Leading Learning Communities*, please identify the professional practices and accomplishments which qualify you to represent your **state or organization** as its National Distinguished Principal.

*Please limit your responses to the spaces provided. Font must be no smaller than 10 pt.*

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### I. BALANCES MANAGEMENT AND LEADERSHIP ROLES

Distinguished Principals articulate and instill in others a strong sense of purpose. Their vigorous pursuit of sound educational values and goals elevates the status of their schools and moves others closer to fulfilling their schools' mission.

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### II. SETS HIGH EXPECTATIONS AND STANDARDS

Distinguished Principals place highest priority on exemplary instructional practices. They are active in developing the school's curriculum and in carrying it out, working closely with teachers in determining effective instructional practices that are based on a thorough knowledge of research findings.

**POSITION STATEMENTS, continued**

*Please limit your responses to the spaces provided. Font must be no smaller than 10 pt.*

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**III. DEMANDS CONTENT AND INSTRUCTION THAT ENSURES STUDENT ACHIEVEMENT**

Distinguished Principals creatively organize the human and material resources necessary to provide an outstanding school program and inspire in students a lasting interest in learning. Student achievement is positively impacted as evidenced by increased or consistently high levels of student achievement as demonstrated on the state-wide assessment instrument.

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**IV. CREATES A CULTURE OF ADULT LEARNING**

Distinguished Principals demonstrate exceptional knowledge of adult professional development. They communicate this knowledge in an effective and open manner.

**POSITION STATEMENTS, continued**

*Please limit your responses to the spaces provided. Font must be no smaller than 10 pt.*

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**V. USES MULTIPLE SOURCES OF DATA AS DIAGNOSTIC TOOLS**

Distinguished Principals use multiple sources of data as diagnostic tools to assess, identify and apply instructional improvement. This information is used to positively impact student achievement as evidenced by increased or consistently high levels of student achievement as demonstrated on the state-wide assessment instrument.

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**VI. ACTIVELY ENGAGES THE COMMUNITY**

Distinguished Principals actively engage the community to create shared responsibility for student and school success.

**BIOGRAPHICAL SKETCH**

Please review this application form and briefly list—in one or two sentences each—the **three areas** that you consider the most significant accomplishments of your career as a principal. Be certain to identify indicators of effective leadership in your comments.

**NOMINEE'S CERTIFICATION FORM**

The purpose of this form is to advise the principal's employer that he/she has been nominated to be a **National Distinguished Principal**. It also indicates that the employer understands the following obligations and responsibilities inherent in acceptance of the award.

- The Distinguished Principal will be expected to travel to and from Washington, DC, to participate in the special two-day recognition ceremony.  
The National Association of Elementary School Principals will provide two nights lodging for each honoree.  
**Costs for travel and most meals are assumed by the school district, the nominee, or other state or local sources.**
- The principal may receive limited requests to represent the National Association of Elementary School Principals on national committees. In these cases costs are borne by either NAESP or the sponsoring party.
- Publicity for the Distinguished Principal may generate occasional opportunities for speaking engagements at the state level, as well as requests to visit the principal's school.

*"This is to certify that I acknowledge and endorse the nomination of \_\_\_\_\_ (Nominee's Name)  
as the National Distinguished Principal representing \_\_\_\_\_ (State, Private School or Other Jurisdiction)."*

**Supervisor/Employer Name** \_\_\_\_\_ **Title** \_\_\_\_\_

**School District/Organization** \_\_\_\_\_

**Address** \_\_\_\_\_ **Street** \_\_\_\_\_  
 \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip+4** \_\_\_\_\_ **Country** \_\_\_\_\_

**Phone (10-digit)** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Supervisor/Employer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOMINEE: Please return this form with your completed application packet to your state association, state affiliate NDP liaison or private school authority.**

## GUIDELINES FOR NOMINEE REFERENCE FORMS

### To the Nominee:

To help the selection committee evaluate your application for the National Distinguished Principal (NDP) award, you are asked to secure **four (4)** current references, one from each of the following persons:

- an immediate supervisor or superintendent
- a fellow principal
- a teacher on your school staff
- a parent/civic/community leader

Each reference should reflect the writer's assessment of your candidacy based on knowledge of your professional and personal skills. It is the nominee's responsibility to provide each reference with the following:

- a copy of the **Nominee Reference Form**
- a stamped envelope addressed to your **state association, state affiliate NDP liaison or private school authority.**

**Only four (4) current references may be submitted.**  
Each must follow the guidelines specified on the reference form.

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### PHOTOGRAPH SUBMISSION

Please submit a high-quality professional color photograph, which will be used in publications, publicity, marketing and other program activities. Images should be "head shots."

#### **IMPORTANT! Photo Requirements**

Image files need to be 300 dpi or greater, in jpg/tif format. Include your name and state as the file name (e.g. Jane Doe-VA) and submit on a PC-compatible medium (e.g. floppy or compact disk).

**Submit the digital photo file with your application.**

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**NOMINEE REFERENCE FORM  
NATIONAL DISTINGUISHED PRINCIPAL AWARD**

Reference type (check one):

- Supervisor
- Principal
- Teacher
- Parent/Civic/Community Mbr

Name of Nominee: \_\_\_\_\_

**To the Nominee's Reference:**

The National Distinguished Principals selection committee appreciates your help in assessing this NDP candidate. Please base your judgments as they apply to your knowledge of the nominee's professional performance. Limit your comments to one 8.5X11" page. Upon completion, please attach this cover sheet with your letter of reference and **mail them to the state association, state affiliate NDP liaison, or private school authority in the stamped, addressed envelope supplied by the nominee.**

*Please type or print (10 pt minimum type size)*

Reference's Name		Title	
Reference's Signature		Date	
Address		Street	
City	State	Zip+4	Country
Phone (10-digit)		Fax (10-digit)	
E-mail			

**Use the stamped, addressed envelope provided by the nominee to mail your reference to the state association, state affiliate NDP liaison, or private school authority.**

**FOR USE BY NOMINEE**

**NATIONAL DISTINGUISHED PRINCIPALS PROGRAM  
DOCUMENTATION CHECKLIST**

Use this checklist to guarantee that you have completed all required documentation, forms and information for committee review of your candidacy for the NDP award.

**(Do not submit this checklist to the selection committee.)**

The completed Nominee Application Packet should be submitted to your **state association** or **private school authority**.

**THE FOLLOWING ITEMS HAVE BEEN SUPPLIED:**

- Completed Nominee's Application Form
- Biographical sketch
- A professional color digital photograph in 300 dpi or higher resolution and jpg/tif format, with nominee's name and state in the file name.
- Certification Form, completed and signed by nominee's supervisor or employer

\_\_\_ **Four reference requests from:**

- Supervisor/superintendent
- Fellow principal
- Teacher on nominee's staff
- Parent/Civic/Community Member

\_\_\_ **Each reference request includes:**

- Nominee Reference Form
- Stamped, envelope addressed to state association or private school authority

**NOTE: All NDP nomination materials are due to NAESP  
by May 31, 2007 (May 1 for private schools)**

NDP Program  
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