The National Distinguished Principals program does not discriminate on the basis of race, color, creed, ethnicity, age, religion, county of origin, or sexual orientation.
The National Distinguished Principals Program, begun in 1984, is based on three premises:

- Children’s attitudes toward learning and perceptions of themselves as lifelong learners are established in the beginning school years. By high school and college, patterns are formed, and interventions may be too late.

- The scope and quality of children’s educational experiences are determined primarily by the principal who, with the important work of teachers and support of caring parents, establishes the character of a particular school’s program.

- It is important that the dedication and enthusiasm of principals who guide children’s earliest educational experiences be acknowledged to both reward their accomplishments and allow their work to serve as models of excellence for others to follow.

Private School Selection Procedures

The National Association of Elementary School Principals (NAESP), in cooperation with the United States Department of Education and in corporate partnership with VALIC, is proud to sponsor the annual National Distinguished Principals (NDP) program. The NDP program is designed to recognize the outstanding leadership of active, on-line principals. It is not recognition of service at retirement nor a program to reward current state or national association leaders. The program honors principals who have exhibited extraordinary leadership, commitment to their students and staff, service to their communities, and contributions to the overall profession, including their professional associations. The NDP Criteria for Selection are attached; the Nominee’s Application Packet is a separate document and may be duplicated as necessary for obtaining nominations.

All eligible private school principals are encouraged to participate in the program. The following components and processes were developed in cooperation with the Council of American Private Education (CAPE), representatives of the U.S. Department of Education, and other private school educators, and are to be used to guide private school participation in the program.

Please carefully review the Criteria for Selection included in these guidelines to make certain that each nominee is eligible for the National Distinguished Principal award.

Nominations for National Distinguished Principal are carefully reviewed in a two-stage process:

**THE NDP NATIONAL PRIVATE SCHOOL PEER REVIEW PANEL**

The NDP National Private School Peer Review Panel was established to provide an opportunity for equitable participation in the program for all interested private school organizations and all other eligible private school principals. The panel is composed of peers of the private school nominees who have an understanding of the complexities unique to private school leadership.
Private School Selection Procedures (continued)

The Council for American Private Education (CAPE) organizations have selection processes that address the peer review within their organizations. Their nominations are submitted directly to the National Private School Selection Committee. The NDP National Private School Peer Review Panel will review and evaluate all nominations received in accordance with Procedures II, III, and IV as stated below. The National Peer Review Panel will select individuals for further consideration by the NDP National Private School Selection Committee.

THE NDP NATIONAL PRIVATE SCHOOL SELECTION COMMITTEE

All nominations received from CAPE organizations and those referred by the National Private School Peer Review Panel will be reviewed and evaluated by the NDP National Private School Selection Committee. This special committee is comprised of private school representatives and includes at least one former National Distinguished Principal. The committee meets in June to select individuals to be honored as National Distinguished Principals. Shortly thereafter, the chairperson of the National Private School Selection Committee will notify all nominees and sponsoring organizations of the committee’s decisions.

I. PROCEDURES FOR CAPE ORGANIZATIONS

1. Announce the program through the organization’s communications network and otherwise solicit nominations from among all eligible principals within the organization.

2. Based on the attached Criteria for Selection, also included in the Nominee’s Application Packet, screen all nominations received and select one principal representing exemplary K-8 principals serving schools in the organization. The National Catholic Educational Association (NCEA) may nominate up to three individuals, a reflection of the proportion of NCEA principals to principals in other CAPE organizations.

3. Submit a completed and properly authorized NDP Nominee’s Application Packet, required references, Selection Procedure Checklist and Selection Form for each nominee selected to NDP National Private School Selection Committee, NAESP, 1615 Duke Street, Alexandria, Virginia 22314-3483. This committee will review all documentation and make final selections.

NOTE: Should any CAPE organization choose not to participate in the program, eligible principals within the organization may still participate by following the procedures outline in Section III of this document.

II. PROCEDURES FOR OTHER PRIVATE SCHOOL ORGANIZATIONS

1. Announce the program through the organization’s communications network and otherwise solicit nominations from all eligible principals within the organization.

2. Based on the attached Criteria for Selection, also included in the Nominee’s Application Packet, review all nominations received and complete the Selection Procedure Checklist for each nominee. Send the completed and properly authorized NDP Application Packets and required references for all nominees to NDP National Private School Peer Review Panel, NAESP, 1615 Duke Street, Alexandria, Virginia 22314-3483. This panel will review and evaluate all nominations and select individuals for further consideration by the NDP National Private School Selection Committee.
III. PROCEDURES FOR ELIGIBLE PRIVATE SCHOOL PRINCIPALS WHOSE SCHOOLS ARE NOT MEMBERS OF ANY PRIVATE SCHOOL ORGANIZATION

1. Any interested, eligible private school principal who is not eligible for membership in any private school organization, or whose CAPE organization has chosen not to participate in the program, should request appropriate forms from National Distinguished Principals Program, NAESP, 1615 Duke Street, Alexandria, Virginia 22314-3483, Phone: 800-38-NAESP, FAX: 703-518-6281, E-mail: ndp@naesp.org.

2. Complete all required forms and secure authorization by the school’s board chairman, noting your school’s non-membership in any private school organization or your CAPE organization’s decision not to participate in the program. Send completed documentation along with the Selection Procedure Checklist to the NDP National Private School Peer Review Panel, NAESP, 1615 Duke Street, Alexandria, Virginia 22314-3483. This panel will review and evaluate all nominations and select individuals for further consideration by the NDP National Private School Selection Committee.

IV. PROCEDURES FOR NAESP AND STATE ASSOCIATION PRIVATE SCHOOL MEMBERS WHO ARE NOT MEMBERS OF ANY NATIONAL PRIVATE SCHOOL ORGANIZATION

1. Any interested, eligible, private school member of the National Association of Elementary School Principals (NAESP) or an affiliated state association of elementary school principals should request appropriate forms from the NDP Liaison at their State Association headquarters or directly from NAESP.

2. Complete all required forms, noting non-membership in any national private school organization and submit it to the NAESP affiliated state association headquarters for authorization. The state association must forward completed forms and references to the NDP National Private School Peer Review Panel, NAESP, 1615 Duke Street, Alexandria, Virginia 22314-3483. This panel will review and evaluate all nominations and select individuals for further consideration by the NDP National Private School Selection Committee.

CRITERIA FOR NDP SELECTION

The following criteria represent key elements of the varied criteria that 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, nor is it a program to reward current state or national leaders.

Please note: Grade configurations of elementary school candidates must include primary grades (preK-3, K-6, 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 NDP Selection Committee is to assure that 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 (NOTE: Only those years served as a building principal may count toward the necessary five);
Private School Selection Procedures (continued)

- will remain in active service in a position of school leadership during the year in which he/she will receive the award;
- 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;
- increasing or consistently high levels of student achievement as demonstrated on a widely recognized national assessment instrument or a similar instrument approved by the sponsoring organization or entity;
- 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.

SCHEDULE OF NDP EVENTS AND COSTS

The National Distinguished Principals awards ceremonies are held each fall in Washington, DC. Specific dates, hotel site, and details regarding scheduled activities will be mailed to award recipients in June.

AIG Retirement, the corporate sponsor for the program, co-hosts the awards reception and banquet and underwrites two nights’ hotel accommodations for each honoree. Honorees are responsible for transportation costs and all other related expenses, as well as any additional nights of lodging in connection with their trip to Washington.

INQUIRIES AND ADDITIONAL INFORMATION

For further information about the National Distinguished Principals Program, contact:

NDP Program
NAESP
1615 Duke Street
Alexandria, Virginia 22314-3483
Phone 800-386-2377 (Toll-free)   FAX 703-518-6281
E-mail: ndp@naesp.org

Note: Anyone currently holding a position on the NAESP Board of Directors, including its officers, during the official nomination time period or during the year he/she would serve as NDP, is ineligible for NDP selection.
## National Distinguished Principals Program

**Selection Procedure Checklist**

The purpose of this checklist is to verify that all NDP selection procedures have been followed. This form is to be sent to the NDP Program at NAESP by May 15, 2010.

<table>
<thead>
<tr>
<th>Selected National Distinguished Principal’s Name</th>
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<tbody>
<tr>
<td>School</td>
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<tr>
<td>Affiliation/Organization</td>
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</table>

This principal represents
- [ ] an elementary school
- [ ] a middle school

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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</table>

- [ ] Has the selected National Distinguished Principal met all requirements as stipulated in the guidelines for NDP selection?
- [ ] Has all documentation accompanying the application been validated?
- [ ] Is the selected principal an active principal?
- [ ] Has the selected principal been an active principal for at least five years?
- [ ] Does the selected principal plan to continue serving as an active school leader during the year of his/her recognition?
- [ ] Does evidence confirm that the selected principal is in good standing in his/her school district?
- [ ] To the best of the committee’s knowledge, is the selected principal free of involvement in criminal and/or fraudulent activities?
- [ ] Has the selected principal been an officer in your association? If yes, please specify the office(s) and year(s):

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- [ ] Does the selected principal have the express, written approval/support (signed Certification Form) of his/her present superintendent/employer?
- [ ] Was the selected principal chosen by a selection committee?
- [ ] Were all finalists interviewed by selection committee members?
- [ ] Were all applications reviewed by the selection committee?
- [ ] Is your selection committee reflective of your membership?
- [ ] Were all eligible principals made aware of the NDP program and its guidelines?
- [ ] If for any reason your nominee cannot serve as an NDP, do you have on file documentation of the ranking of your finalists such that an alternate NDP could be named?

---

Private School Selection Procedures (07/09)
 Were selected principals interviewed by local peer review committee members?

 Were all applications reviewed by the committee?

 Is your peer review committee reflective of your membership?

 Were all eligible principals made aware of the NDP program and its guidelines?

 If for any reason your nominee(s) cannot serve as NDP(s), do you have on file documentation of the ranking of your finalists?

Total number of nominations received by your organization: __________

Names and Addresses of your top three candidates (after the selected NDP)

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<thead>
<tr>
<th>Name 1</th>
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<tr>
<td>Address 1</td>
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<td>Street</td>
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<th>Name 2</th>
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<tbody>
<tr>
<td>Address 2</td>
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<tr>
<th>Name 3</th>
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<tbody>
<tr>
<td>Address 3</td>
</tr>
<tr>
<td>Street</td>
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</tbody>
</table>

CHECKLIST COMPLETED BY

Name: ___________________________ Position/Title: ___________________________

E-mail: ___________________________ Phone (10-digit): ___________________________

Organization: _______________________

Signature: _________________________ Date: __________________________

NDP Liaison Information (the person NAESP should contact if there are questions about the nominee’s application)

_____ Person cited above  _____ Someone other person cited above  (please fill in below)

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<tr>
<th>Name</th>
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<td>Position/Title</td>
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<tr>
<th>E-mail</th>
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<tbody>
<tr>
<td>Phone (10-digit)</td>
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Organization: _______________________

Signature: _________________________ Date: __________________________
Please designate any former NDP member and his/her year of recognition:

Former NDP? Yes (Year _______ ) No

Selection Committee Chairperson

E-mail of Chairperson

Phone (10-digit)

Signature of Chairperson

Date

<table>
<thead>
<tr>
<th>Committee Member Name</th>
<th>Position/Title</th>
<th>NDP</th>
<th>Year</th>
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Return this completed form along with:

- the selected NDP’s complete application packet,
- a professional digital photograph of 300 dpi or higher (a “head shot” with a plain, colored background) on CD labeled with the NDP’s last name and state
- four letters of reference
- the certification form signed by the nominee’s supervisor or employer
- the certification form signed by the relevant organization’s Executive Director or designated authorizing official

NOTE: All 2010 NDP nomination materials are due to NAESP by May 15, 2010.

NDP Program
NAESP
1615 Duke Street
Alexandria, Virginia 22314-3483
Phone: 703-684-3345 E-mail: ndp@naesp.org
TO BE COMPLETED BY PRIVATE SCHOOL AUTHORIZING AGENCY OFFICIAL

NATIONAL DISTINGUISHED PRINCIPAL PROGRAM

PRIVATE SCHOOL CERTIFICATION FORM

The purpose of this form is to officially advise the National Association of Elementary School Principals that the principal named herein has been selected to be a National Distinguished Principal. He/she meets and accepts the qualifying conditions of this award as outlined in the Nominee’s Application Packet.

Please Type (10 pt or higher) or Print

This is to certify that has been selected as the

Principal’s Name

National Distinguished Principal representing

Private School/ Organization

Private School Authorizing Agency Official

Title

Organization

Address

City State County Zip

Phone Number (10-digit)

Fax (10-digit)

E-mail

Signature Date

NOTE: All 2010 NDP nomination materials are due to NAESP by May 15, 2010.

NDP Program
NAESP
1615 Duke Street
Alexandria, Virginia 22314-3483
Phone: 800-386-2377 (Toll-free) E-mail: ndp@naesp.org
TO BE COMPLETED BY PRIVATE SCHOOL AUTHORITY OR SELECTION COMMITTEE CHAIRPERSON

NATIONAL DISTINGUISHED PRINCIPALS PROGRAM
DOCUMENTATION CHECKLIST

As a guarantee that all required information has been submitted for committee review of each candidate for the NDP award, the Private School Authority should complete and sign this checklist and include it with the nominee’s application and references.

__________________________
Nominee’s Name

__________________________
School

__________________________
Private School Authority or Selection Committee Chairperson

__________________________
Authority/Chairperson’s Signature   Date

THE FOLLOWING ITEMS HAVE BEEN SUPPLIED:

☐ Completed Nominee’s Application Form

☐ Biographical sketch

☐ Two professional-quality 3”X5” photographs or 300 dpi .jpg/.tif image file, a color “head shot” on a plain, colored background, with nominee’s name and state

☐ Certification Form, completed and signed by nominee’s supervisor or employer

☐ Four reference requests based on the Performance Indicator Checklist:

☐ Supervisor/superintendent
☐ Fellow principal
☐ Teacher on nominee’s staff
☐ Parent/Civic/Community Member