

# THE CONNECTICUT ASSOCIATION OF SCHOOLS

• *Serving Schools and Principals* •

## Do you know an outstanding elementary school principal?

The Connecticut Association of Schools (CAS) is actively soliciting nominations for Connecticut's National Distinguished Principal Award for 2006. The program is designed to recognize outstanding elementary school principals who have demonstrated extraordinary leadership, a passion for educational excellence, a commitment to their students and staff, and service to their communities.

If you feel that an elementary principal in your system is eligible for this honor (see criteria below), please complete the form on the reverse side and return it over the superintendent's signature **NO LATER THAN December 9, 2005.** **Please include two one-page letters of recommendation and a copy of the nominee's resumé with the nomination form.** (*NOTE: Only two letters of recommendation will be accepted. Nominations with more than two letters will be returned.*)

The letters of recommendation should be written with a mind to the selection criteria listed below. These letters should be of not more than one page each and should outline how the principal's leadership has created an effective learning community affecting staff morale, community support and student interest and achievement. Please note that one of the letters should be from a school administrator or a faculty member. The second letter may come from a faculty member, a parent or a community representative. Please feel free to ask your nominee for suggestions and **please remember to attach a brief copy of your nominee's resumé to the nomination form.** (The nomination form can be downloaded from the CAS website at [http://www.casciac.org/pdfs/ndp\\_nom\\_form\\_06.pdf](http://www.casciac.org/pdfs/ndp_nom_form_06.pdf))

Finalists will be chosen from the pool of nominees by the CAS National Distinguished Principal Selection Committee. The finalists will be asked to complete an award application packet and to submit a portfolio. The applications/portfolios will be due at CAS on February 10, 2006. The committee will select the state honoree after reviewing the finalists' applications/portfolios and visiting their respective schools.

*All nominees must be members of CAS and have at least five years of experience as a school principal. The individual selected for the award must be an active principal in Connecticut during the year in which he or she will receive the award.*

**Please contact Karen Packtor ([kpactor@casciac.org](mailto:kpactor@casciac.org) or 203-250-1111, x. 3010) if you have any questions.**

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### CRITERIA FOR SELECTION

#### *The selected principal must:*

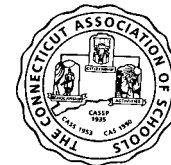
- be an active principal of a school in which a commitment is clearly evident through programs designed to meet the academic and social needs of all students, and through firmly established community ties with parents and local business organizations;
- have been an active principal for at least five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

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

- ways in which the principal's leadership has benefitted 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;
- ways in which others have acknowledged the principal as a force for positive change.



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



**NOMINATION APPLICATION**

Nominee's Name \_\_\_\_\_

Nominee's School \_\_\_\_\_ Grade Configuration \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

School Type \_\_\_ Urban \_\_\_ Suburban \_\_\_ Rural School Enrollment \_\_\_\_\_

Total Number of Years As A Principal \_\_\_\_\_

Nominator's Name/Address/Phone/Email \_\_\_\_\_

Relationship to Nominee \_\_\_\_\_

**Please read requirements for official application carefully:**

***Award Criteria***

The nominee:

- is an active principal of a school in which a commitment to excellence is clearly evident;
- 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;**
- is an active member of professional associations; and
- shows evidence of increased or consistently high levels of student achievement as demonstrated on the state-wide assessment instrument;

**Sponsored by:**  
**The United States**  
**Department of Education and**  
**The National Association of**  
**Elementary School Principals**  
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\_\_\_\_\_  
 Nominator's Signature Date

\_\_\_\_\_  
 Superintendent's Signature Date

**Thank you for your nomination!**

*Please send this form with the nominee's resumé (brief) and two one-page letters of recommendation (NO additional letters will be accepted) by **December 9, 2005** to:*

**Connecticut Association of Schools**  
**National Distinguished Principal Award Committee**  
**30 Realty Drive**  
**Cheshire, CT 06410**