

Virginia Department of Education 2007 Commonwealth Talent Pool

Recommendation Form for Secondary Teacher and Administrator

We invite you to recommend a distinguished classroom teacher and/or principal who have demonstrated all of the following:

- Exemplary instructional practices;
- Outstanding accomplishments and long-range potential to contribute to the profession; and
- Inspiring presence that motivates and impacts students, colleagues, and the community.

Please complete a separate form for each individual. Include a one-page letter explaining how this person meets the criteria outlined.

Incomplete forms will be eliminated from this process.

**THIS IS A CONFIDENTIAL PROCESS.
INDIVIDUALS SHOULD NOT BE AWARE OF THIS RECOMMENDATION.**

You may wish to consider the following categories when recommending individuals. Please check those that apply to the educator you are recommending:

Name of Recommended Educator: _____
First M.I. Last

Secondary Classroom Teacher: ____ Principal: ____ Other (specify): _____

For teachers, grade(s) taught: _____ For principals, grade levels in building: _____

____ Reading/English/Language Arts ____ Science/Mathematics ____ Social Studies
 ____ Fine Arts
 ____ Other (please specify): _____

Total Years in Education: ____ **If a principal, number of years as an administrator:** ____

School Division: _____

School Name: _____

School Address: _____
Street City State Zip

School Phone: (____) _____ Ext: _____ School Fax: (____) _____

Educator's Supervisor: _____
Name Title

Supervisor's Phone: (____) _____ Ext: _____ Supervisor's Fax: (____) _____

Supervisor's E-mail: _____

RATE educator from 1-10 (10 being highest) on the following four criteria and provide a paragraph to explain your rating. Be detailed and thorough with examples whenever possible.

✓ _____ **Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school.**

✓ _____ **Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession. Include committees, mentoring, awards, publications, and presentations.**

✓ _____ **Strong long-range potential for professional and policy leadership (i.e., predict the educator's potential to remain in education for at least 15 more years and demonstrate leadership in the profession.)**

✓ _____ **Engaging and inspiring presence that motivates and impacts students, colleagues, and the community. Do students perform at higher levels due to the educator, pursue certain careers, credit their success to the educator, etc.?**

Please list the names and phone numbers of three references **other** than yourself. We will call and interview these individuals. **Individuals referenced should have first-hand knowledge of the educator and his or her qualifications.**

Name	Title
------	-------

School Division	
()	()

Phone (Work)	Phone (Home)
--------------	--------------

E-mail

Name	Title
------	-------

School Division	
()	()

Phone (Work)	Phone (Home)
--------------	--------------

E-mail

Name	Title
------	-------

School Division	
()	()

Phone (Work)	Phone (Home)
--------------	--------------

E-mail

YOUR Name	Title
------------------	-------

School Division	
()	()

Phone (Work)	Phone (Home)
--------------	--------------

E-mail

Return completed letter(s) and form(s) must be received by Monday, April 16, 2007. Send to:

**Patty S. Pitts, Assistant Superintendent
Division of Teacher Education and Licensure
Department of Education
P. O. Box 2120
Richmond, Virginia 23218-2120**