**2017 WYOMING TEACHER OF THE YEAR PROGRAM**

**DISTRICT APPLICATION CHECKLIST**

Do not include this page application.

For District Reference Only.

1) The application package includes Yes No

Section I Original signatures of applicant, principal, superintendent □ □

Section II Maximum two double-spaced pages □ □

Section III Maximum two double-spaced pages □ □

Section IV Maximum one double spaced page □ □

Section V Maximum two double-spaced pages □ □

Section VI Maximum two double-spaced pages □ □

Section VII Maximum two double-spaced pages □ □

Section VIII Maximum two double-spaced pages □ □

Section IX Maximum 1 page each – 3 letters of recommendation □ □

2) Original District Committee’s Selection Form (Signed by District Superintendent) □ □

3) You answered all the questions and met the maximum number of pages specified? □ □

4) Someone else proofread your application for clarity, grammar, spelling, and typos? □ □

5) You double-spaced all of your responses and used 1/2” margins? □ □

6) The type/font is easy to read and no smaller than 10-point font? □ □

**Application must be postmarked no later than**

**Friday, May 6, 2016.**

**Send submission to:**

**Wyoming Department of Education**

**Attn: Tracy Stibitz**

**2300 Capitol Avenue**

**Hathaway Building, 2nd Floor**

**Cheyenne, WY 82002-2060**