



CALIFORNIA
DEPARTMENT OF
EDUCATION

April 5, 2017

Dear County and District Superintendents, Charter School Administrators, and Middle and High School Principals:

EXCEPTIONAL EDUCATION LEADERS

The California Department of Education maintains a file of exceptional educators that consists of distinguished teachers and principals. These education leaders may be candidates for special recognition as well as being considered for membership on advisory boards and task forces. We are requesting recommendations to identify educators who will be of great value to your community and state and who may ultimately receive prestigious recognition.

We are very fortunate to have a rich base of veteran educators in our current talent pool. What is particularly lacking at this time is representation from middle and high school educators who are somewhat new to the profession and demonstrate unique instructional and leadership ability. Such people inspire students, colleagues, and the community and exhibit strong potential for professional leadership.

Do you know a relatively new educator who is illustrative of the nation's best? Someone whose lessons provide models for others and who has distinguished him or herself above and beyond established top-quality professionals in many of our schools? Candidates are typically classroom teachers, as opposed to specialists, and are recognized by peers and supervisors as unique in their leadership and results with students. However, principals and specialists are considered as well. Of special interest are educators who are outstanding but have not yet received other recognition and who have been in the profession from five to 20 years.

Please provide **CONFIDENTIAL**, succinct, and specific information regarding one or more candidates on the attached form. All questions must be answered, preferably typewritten. Please include a one-page narrative with this form that addresses how the candidate meets the criteria mentioned in this letter and also a resume from their personnel file. **We ask that you keep this recommendation confidential and do not share it with the individual.** We know you are busy individuals. If necessary, please assign the request to an associate. Complete information must be sent by **Friday, May 12, 2017**, to:

Katina Oliphant, Staff Services Analyst
California Department of Education
1430 N Street, Suite 5602
Sacramento, CA 95814-5901
koliphant@cde.ca.gov

I highly encourage you to recommend candidates. Your cooperation and assistance are greatly appreciated.

Sincerely,

Tom Torlakson

TT:ko

Attachment