



Arizona Department of Education
Office of English Language Acquisition Services

Date: May 27, 2014

To: Arizona School and District Administrators

From: Office of English Language Acquisition Services

Subject: 2014 Arizona ELL Teacher of the Year Nomination Memo to LEAs

Nominations for the 2014 Arizona ELL Teacher of the Year will open on **June 2, 2014 and close on August 18, 2014**. A cash award, prizes and recognition at the December 2014 OELAS ELL Teacher of the Year Banquet are included in this prestigious event.

We are asking that nominations **precede** the final application and be **submitted directly** from administrators in the ELL teacher's school or district. With this approach, only the semi-finalists chosen from the nominees will be asked to submit the application.

Nominations should be based on the following criteria:

- Arizona Certified / Highly Qualified Teacher
- Presently employed in an Arizona school (public or charter)
- Currently teaching English Language Learners (ELLs)
- Three or more years of successful teaching experience with English Language Learners (ELLs)

The "2014 Arizona ELL Teacher of the Year Nomination Documents" can be found online at:
<http://www.azed.gov/english-language-learners/2014/05/21/ell-toy-nomination-documents/>

The submitted nomination should include:

- 1) 2014 Arizona ELL Teacher of the Year Nomination Form
- 2) A letter of recommendation (you may write this directly on the Nomination Form)
- 3) The ELL Teacher of the Year Data Template - Kindergarten, Elementary, or Middle / High School
(Please complete the appropriate page of the Data Template based on the ELL teacher's grade level.)

You may return the forms electronically to Candis Middlebrook at Candis.Middlebrook@azed.gov; however, if you do not include an electronic signature, we ask that you mail the signature page.

After **August 18, 2014**, nominations will be screened, semi-finalists selected and both selected nominees (semi-finalists) and administrators notified. These selected nominees (semi-finalists) will then be asked to submit an ELL Teacher of the Year application (**Due October 1, 2014**) from which the 2014 Arizona ELL Teacher of the Year will be selected.

We encourage you to partake in this opportunity to nominate an exemplary ELL Teacher(s) for this honor. Please do not hesitate to contact Gerry Haskins (Gerry.Haskins@azed.gov) or Candis Middlebrook (Candis.Middlebrook@azed.gov) with any questions.