# **INSTRUCTIONS**

Email your completed application and all supporting documents by Monday, June 10, 2019, to [hprice@sde.idaho.gov](mailto:hprice@sde.idaho.gov). Documents other than those requested in the application will not be reviewed.

The 2020 Idaho Teacher of the Year announcement will be made by September 2019.

Questions? Contact Helen Price, Program Specialist, at 208.332.6812.

# APPLICATION PACKET CHECKLIST

| CHECKLIST ITEM | COMPLETE |
| --- | --- |
| The application is entirely filled out. |  |
| The application is saved in .doc or .docx format. |  |
| All written answers are at or below the maximum word count. |  |
| My PDF resume is included and is no more than 2 pages long. |  |
| My PDF resume file name follows this format: MyLastName\_ID\_Resume.pdf |  |
| My Professional Biography includes all requested items and follows style guidelines. |  |
| I have proofread all documents and have made necessary corrections to spelling, grammar, punctuation, and word choice. |  |
| Three (3) PDF letters of recommendation supporting my nomination are included, each of which is no longer than one page. |  |
| The PDF letters of recommendation file names follow this format: MyLastName\_ID\_Recommendation1.pdf. |  |
| My headshot is a JPG file, in color, portrait orientation, and 300 ppi. |  |
| I have clicked the Program Participation Acknowledgement box on the last page of the Application. |  |