

Principal Checklist for School-Related Employee of the Year (SREOY)

Directions: This form must be completed by the Principal and returned with the nominee's completed packet of required documents.

(The checklist is used by your Regional Administrator in the selection process.)

- List the last five years of evaluation scores using the scale: Excels (E), Satisfactory (S), Needs Improvement (NI), Unsatisfactory (U)

Year one: ____ Year two: ____ Year three: ____ Year four: ____ Year five: ____

- What training and certifications has the nominee successfully completed? Please provide dates.

- What additional assignments or roles does the nominee hold?

- What is the relationship your nominee has with students, staff, parents, & community? (max. 150 words)

- Give example(s) of how SREOY collaborates with others.

- In your own words, what makes your SREOY a good nominee? (max. 200 words)