



**California Department of Education
2020 Classified School Employees of the Year Program**



Application

Thank you for submitting an application for the 2020 Classified School Employees of the Year Program. We appreciate your willingness to recognize California's exemplary classified school employees, for achievement and for advancing excellence in education.



This document is the official California Department of Education (CDE) 2020 Classified School Employees of the Year (CSEY) Program Application (Application). It is the **ONLY** document that will be accepted by county offices of education that would like to submit a nominee for the CSEY Award. For your convenience, this document has been formatted in a fillable PDF so it can be used as a working document.

County offices of education that would like to submit a nominee for the 2020 CSEY Award must submit a completed Application, including three letters of recommendations, by **March 27, 2020**, by email to awards@cde.ca.gov.

Name your Application file as follows: County Name, followed by CSEY Application, followed by Last Name of Nominee. (Do not include the word county.) For example: Alameda CSEY Application Smith. Enter the application file name in the Subject line of your email when you submit your application.

In addition, three letters of recommendation must be included with the email when you submit your application. Name the three letters of recommendation as follows: County Name, followed by CSEY Application, followed by Last Name of Nominee, followed by the Recommendation number. (Do not include the word county.) For example: Alameda CSEY Application Smith Recommendation 1.

Prior to submitting your Application, review it carefully. Make sure all information is completed. Failure to provide a completed Application by the due date will result in your nominee being ineligible to move forward as a CSEY Awardee for 2020.

If you need assistance with your Application, please contact your CSEY County Coordinator. You can find contact information for County Coordinators on the CDE County Coordinators web page at <https://www.cde.ca.gov/ta/sr/cs/coordinators.asp>.

If you have any questions regarding the California CSEY Program, please contact the Awards Team by email at awards@cde.ca.gov or by phone at 916-319-0842.

Nominee Information

Nominee Category

Child Nutrition

Maintenance, Operations, and
Facilities

Office and Technical

Para-Educator and Instructional
Assistance

Support Services and Security

Transportation

Nominee Information

Nominee First Name

Nominee Last Name

Title

Years in Current Position

Work Site Name

Work Site Mailing Address

Work Site City

Work Site Zip Code

Work Site Area Code and Phone Number

Work Site Email Address

Home Mailing Address

Home City

Home Zip Code

Nominee Certification

I certify that the content of this application is complete and accurate. I give permission for the California Department of Education to share all or any part of this application with persons interested in promoting the Classified School Employees of the Year Program.

Nominee Signature

Date

Qualities and Performance

The CDE evaluates nominations by convening a selection committee consisting of school, district, and county office of education administrators; professional organizations; and CDE personnel.

The selection committee will use the letters of recommendation as the sole criteria for selecting a nominee.

Nominee Letters of Recommendation

Each application must include three letters of recommendation. The letters of recommendation are the sole criteria the selection committee uses in evaluating nominations. Each of the three letters should include a detailed description of the following three topics:

1. Work performance: How the employee goes above and beyond in their position.
2. School Community Involvement: How the employee contributes to the school community and enhances the school climate.
3. Leadership and Commitment: How the employee provides leadership and commitment in their role.

Please see Page 2 of this application for Letters of Recommendation submission instructions.

Nominee Supervisor

Nominee Supervisor First Name

Nominee Supervisor Last Name

Nominee Supervisor Title

Nominee Supervisor Area Code and
Phone Number

Nominee Supervisor Email Address

Nominator Information

Nominator First Name

Nominator Last Name

Nominator Title

Nominator Area Code and Phone Number Nominator Email Address

School Information

School Name

School Principal First Name

School Principal Last Name

School Mailing Address

School City

School Zip Code

School Area Code and Phone Number

School Email Address

Principal Certification

I understand that, if selected as a 2020 CSEY Awardee, the classified school employee may receive gifts or merchandise from program sponsors and he/she will be excluded from any district policy governing the acceptance of gifts. The classified school employees district or county office of education is responsible for all necessary release time and travel costs associated with being selected as a 2020 CSEY Awardee from the day forward as long as they are in your district.

Principal Signature

Date

District Information

District Name

District Superintendent First Name

District Superintendent Last Name

District Address

District City

District Zip Code

District Area Code and Phone Number

District Email Address

District Certification

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District Superintendent Signature

Date

County Office of Education Information

County Office of Education (COE) Name

COE Superintendent First Name

COE Superintendent Last Name

COE Address

COE City

COE Zip Code

COE Area Code and Phone Number

COE Email Address

County Certification

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County Superintendent Signature

Date

County Coordinator Information

County Coordinator First Name

County Coordinator Last Name

County Coordinator Address

County Coordinator City

County Coordinator Zip Code

County Coordinator Area Code and
Phone Number

County Coordinator Email Address

County Coordinator Certification

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County Coordinator Signature

Date