

Classified School Employees of the Year Program Nominee Recommendation

Nominee Information

Nominee Name

Category

Nominator Information

Nominator Name

Title

Area Code and Phone Number

Email Address

Qualities and Performance

The California Department of Education (CDE) evaluates nominations by convening a selection committee consisting of school, district, and County Office of Education (COE) Administrators; professional organizations; and CDE personnel. **Three** letters of recommendation are the sole criteria used in selecting finalists and should include the **three** topics listed below. The letters are required to be at least one page in length. Letters less than one page in length will make it difficult for the selection committee to obtain sufficient information about the nominee and may not be considered for review.

- **Work Performance;** please describe in detail how the employee goes above and beyond in their position.
- **School Community Involvement;** please illustrate how the employee contributes to the school community and enhances the school climate.
- **Leadership and Commitment;** please provide examples of leadership and commitment in their role.

Submission Instructions

Please email completed nomination forms to the Awards Mailbox at Awards@cde.ca.gov. In the email subject line please title the email “[*Insert County Name*] County CSEY Nomination”

For questions please contact the Awards Team at Awards@cde.ca.gov or by phone at 916-319-0842.