



KANSAS TEACHER OF THE YEAR PROGRAM 2028 NOMINATION

Information Required to Complete the Kansas Teacher of the Year Online Application

Nominee

Nominee Entry Page: General Information

When you access the online application program, you will need to provide general information including:

- Name
- School district
- School
- Home contact information.
- The subject and grade level you currently teach.
- Number of years you have taught in your career and in your current position.
- If you are filing as an elementary or secondary candidate.

You will also need to enter the name and email address of both your principal and superintendent. If your assistant principal or assistant superintendent must sign the nomination in lieu of your principal or superintendent, enter the assistant principal or assistant superintendent's name and email address. Please make sure the email addresses are accurate as they will be used in routing the application through the online approval process.

The program is set to autofill some of the information required on the form. Once you have entered your school district and the name of your school, the program will complete the school address, phone number and fax number.

After completing and saving the Nominee Entry page, your next step will be to proceed to the Nominee Upload page to upload the documents described below. If you are not ready to upload your documents, you may log out of the program. Once ready to upload the documents, you may log in to the online application program and proceed to the Nominee Upload page.

Nominee Upload Page

You will upload your resume, professional biography, response questions, three recommendation letters, photograph and, if necessary, a photograph release form to the Nominee Upload page. All



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documents, with the exception of your photograph, should be saved as .pdf documents. Your picture should be saved as a .jpg file.

Instructions for naming each of the required documents are included in the description for each section on the following pages.

You must upload a document for each section except for the optional photograph release form. If your photograph is protected by copyright, you must upload a photograph release form. You will not be able to submit your application until all of the required documents have been uploaded to this page.

Resume (maximum two pages)

Your resume should be easy to read and may be single-spaced. Include the year(s) for each item on your resume. **Your picture should not appear on your resume.**

Categories are as follows:

1. **Education** – List colleges and universities attended, including postgraduate studies, with degree earned, major and years of attendance (i.e., 2007-2011) for each entry.
2. **Licenses and/or Certifications** – List licenses and/or certifications you currently hold and the year each was obtained.
3. **Work Experience** – List work experience, including employer (i.e., school district and school), position, grade level, subject area, and years in position (i.e., 2011-2016).
4. **Professional Association Memberships** – List professional association memberships, including offices held, other relevant activities and years (i.e., 2011-2012) for each entry.
5. **Leadership Experience** – List leadership experience, including position, organization, and years in position (i.e., 2010-2012).
6. **Awards and Other Recognition** – List awards and other recognition you have received as a teacher, including year received for each entry.

Save resume for uploading to the online application as **LastName_USDNumber_Resume.pdf**.

Professional Biography (maximum 250 words)

Please complete your professional biography in third person. By completing this section, you agree that your biography can be used in Kansas State Department of Education and Kansas Teacher of the Year program materials.

Your biography should paint a picture of you as a professional educator. Please include the following items:

- The grade level and subject you currently teach.
- The school in which you currently teach, including city and state.
- All degrees you hold, including the institution where they were received (i.e., Bachelor of Science in Finance from the University of Connecticut).

Please follow the following style guidelines:

- Spell out your degrees (i.e., Bachelor of Arts, not BA).
- Capitalize a subject area only when it is a language (i.e., capitalize English, but not calculus).
- Use your first and last name in the first reference, but your last name only on second and

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subsequent references.

- Spell out all acronyms the first time they are used.

Save professional biography for uploading to the online application as
LastName_USDNumber_ProfessionalBiography.pdf.

Response Questions

Respond to the five questions noted below, highlighting your personal story and why you believe you should be the 2028 Kansas Teacher of the Year. Please indicate evidence of student impact. Please do not include external links.

Your responses may include pictures that help illustrate your story, but the pictures should not be the focal point of your response.

Maximum word counts are indicated in parenthesis.

Please include the question number and the question in bold type, followed by your response in regular type. Separate each of the five questions and responses so each stand alone and will be easy to follow.

1. Describe a content lesson or unit that defines you as a teacher. How did you engage students of all backgrounds and abilities in the learning? How did that learning influence your students? How are your beliefs about teaching demonstrated in this lesson or unit? (*maximum 750 words*)
2. Describe a project or initiative in which you have been involved that contributed to the improvement of overall school culture. What was your role, how did you collaborate with others and what is the status of this project today? Please include evidence of student impact. (*maximum 500 words*)
3. How do you ensure that education transcends the classroom? Describe specific ways in which you deliberately connect your students with the community. Please include evidence of student impact. (*maximum 500 words*)
4. What do you consider to be a major public education issue today? Describe how you demonstrate being a lifelong learner, leader and innovator about this issue, both in and outside of the classroom walls. (*maximum 500 words*)
5. As the 2028 Kansas Teacher of the Year, you serve as a spokesperson and representative for all teachers and students. What is your message? What will you communicate to your profession and to the public? (*maximum 750 words*)

Save response questions for uploading to the online application as
LastName_USDNumber_ResponseQuestions.pdf. Your responses to all five questions will be uploaded as a single document.

Recommendation Letters

Attach three one-page recommendation letters that support why you should be the 2028 Kansas Teacher of the Year. At least one of these must be a recommendation from a current administrator. The other two recommendations may be from a student/former student, parent, colleague or business/community/civic leader.

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Each letter should not exceed one page in length.

Save recommendation letters for uploading to the online application as:

- **LastName_USDNumber_Recommendation1.pdf**
- **LastName_USDNumber_Recommendation2.pdf**
- **LastName_USDNumber_Recommendation3.pdf.**

Photograph

Attach a headshot photograph of the candidate suitable for publicity purposes:

- Full-color image.
- Portrait orientation.
- At least 300 DPI (image does not need to be larger than 4" x 6" inches).
- .jpg format.
- Sharp contrast between individual and background is preferred. A contrasting plain, light background is requested rather than a picture of the candidate taken outdoors, sitting in a chair or with some other type of background scenery.

By completing this section, you agree that your picture can be used in Kansas State Department of Education and Kansas Teacher of the Year program materials.

Save photograph for uploading to the online application as **LastName_USDNumber_Headshot.jpg**.

Copyright Release

If photograph is copyright protected, please include permission for its use in Kansas State Department of Education and Kansas Teacher of the Year program materials.

Save photograph copyright release for uploading to the online application as **LastName_USDNumber_PhotoRelease.pdf**.

Nominee, Principal and Superintendent Approval and Signatures

The nomination must be approved and electronically signed by the nominee, nominee's principal and nominee's superintendent.

Nominee's Approval and Signature

After completing the Nominee Entry page and uploading all of the required documents to the Nominee Upload page, the nominee will proceed to the Signature Page by clicking on the red button that reads, Approval and Signature Page. This red button is located at the bottom of the Nominee Upload page.

Signature Prompt

As the nominee, you will be prompted to type your full name, tab and then select a signature style.

When ready to submit your nomination, click on the red button that reads, **Save and Submit to Principal and Superintendent for Approval**. You will be prompted to log out of the online application program. Once you click the Save and Submit button, you will not be able to access your nomination.

Principal/Superintendent's Approval and Signatures

Your principal and superintendent will each receive an email indicating that you have submitted a nomination for Kansas Teacher of the Year that is ready for their review and approval. They will be directed to the KSDE Authentication Page, where they will be required to register for the Kansas Teacher of the Year program if they have not already done so.

Once their registrations have been approved, your principal and superintendent will be able to log in to the Kansas Teacher of the Year online application program and select your nomination from the Nominee List. They will be able to open and review each document.

After completing the review of the nomination packet, the principal/superintendent will proceed to the Signature Page by clicking on the red button that reads, Approval and Signature Page. This red button is located at the bottom of the page.

Signature Prompt

The principal/superintendent will be prompted to type his/her full name, tab and then select a signature style.

When ready to approve the nomination, the principal/superintendent will click on the red button that reads, **Save and Notify Nominee of Approval**. The principal/superintendent will be prompted to log out of the online application program. Once the principal/superintendent clicks on the Save and Notify Nominee of Approval button, he/she will not be able to access your nomination.

Nominee Notifications

The nominee will receive separate email notifications once the principal and superintendent have approved the nomination. When both the principal and superintendent have approved the nomination, the nominee will receive an email indicating that both administrators have approved the nomination and that it has been submitted to the Kansas State Department of Education.

Deadline

All nominations must be submitted to the Kansas State Department of Education on or before November 6, 2026. Nominations are not submitted until they have been approved and electronically signed by the nominee, principal, and superintendent.

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Questions

If you have any questions about the program or the nomination process, please contact Kira Williams, coordinator for the Kansas Teacher of the Year program, at kira.williams@ksde.gov or (785) 296-4950.

For more information, contact:

Kira Williams, Public Service Administrator
Kansas Teacher of the Year Program
Communications and Recognition Programs
(785) 296-4950
kira.williams@ksde.gov



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