2026 Outstanding Educator Award Program
NOMINATION FORM

INDIVIDUAL: _____

SCHOOL DISTRICT: _____ **POSITION:** _____

E-MAIL ADDRESS: _____

SCHOOL NAME: _____

COUNTY *(select one):* ◯ Antrim ◯ Benzie ◯ Grand Traverse ◯ Kalkaska ◯ Leelanau

CATEGORY & CRITERIA * *(check one below)*

☐ **Administrator**

- Student/parent/staff/community relationships that improve learning
- Demonstration of concrete improvements
- Leadership within buildings and region
- Progressive professional learning
- Unique characteristics representing the quintessential outstanding educator
- Community engagement

☐ **Teacher**

- Promotion of excellence in classroom
- Classroom management skills
- Student/parent relationships that improve learning
- Improvement in student learning
- Leadership within building and region
- Progressive professional learning
- Unique characteristics representing the quintessential outstanding educator
- Community engagement

☐ **Supporting Staff**

- Support students' ability to learn
- Evidence of commitment to the quality of the educational system
- Progressive professional learning
- Evidence of leadership with quality service to school and community
- Evidence of teamwork and communication skills
- Promotes excellence in school setting
- Unique characteristics representing the quintessential outstanding educator
- Community engagement

Nomination and support letters will ideally contain evidence and examples of the above criteria. Nominees require a minimum of five years' experience and demonstrate exceptional service to the educational process. Each nomination should be accompanied with a letter of support from the nominee's A.) supervisor, B.) current or past students, C.) coworkers AND D.) parents and community members (if appropriate). **See page 2.**

I nominate this individual for an Outstanding Educator Award for meeting the above criteria.

Your Name: _____ Phone#: _____

Email: _____

How do you know the nominee?_____

Outstanding Educator Award Criteria

We encourage schools and communities to nominate individuals who exemplify the qualities of an outstanding educator. To aid in the effectiveness of nomination packets, please take note of the expectations outlined by the Outstanding Educator review team:

- For optimal organization, select one coordinator to manage the nomination process.
- Verify that the nominee has at least **five** years' experience and **has not been a past award recipient**.
- Include a letter of nomination by the nominee's supervisor and/or superintendent.
- Gather supporting documents from students, parents, business & industry partners and/or other supporters.

A nomination coordinator can gather as much documented support as desired, but is limited to submitting only 5 quality pages for the application process. The review team is dedicated to assessing *all* nomination materials; however, quality is more valuable than quantity which can hinder an equitable review. Please select only letters or combining short snippets from nomination contributors that best focus on the award criteria below.

Nomination and support letters will ideally contain evidence and examples of the following criteria:

Teachers

- Promotion of excellence in classroom
- Classroom management skills
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Supporting Staff

- Support students' ability to learn
- Evidence of commitment to the quality of the educational system
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- Evidence of leadership with quality service to school and community
- Evidence of teamwork and communication skills
- Promotes excellence in school setting
- Unique characteristics representing the quintessential outstanding educator
- Community engagement

Administrators

- Student/parent/staff/community relationships that improve learning
- Demonstration of concrete improvements
- Leadership within buildings and region
- Progressive professional learning
- Unique characteristics representing the quintessential outstanding educator
- Community engagement

We hope these suggestions inspire you to participate in the Outstanding Educator nomination process. Please feel free to share this information and encourage others in the region to submit nominations. The more nominations received, the more rewarding the process is for all.

(Please attach additional narrative to fully describe why this individual should be honored)

Continued>

Please return the nomination form and supporting documentation to:
Northwest Education Services
Attn: Outstanding Educator Review Committee
1101 Red Drive
Traverse City, MI 49684
Email to: hjewell@NorthwestEd.org by April 10, 2026

Nomination Deadline: April 10, 2026

Awards Ceremony: Join us at the City Opera House in downtown Traverse City on June 3 at 6:30 p.m. Family members, friends, students and community members are welcome to join the celebration. We request attendees to RSVP to Northwest Education Services by calling 231.922.6222 by May 29.

For more information about the Outstanding Educator Award, go to http://www.northwested.org