**MEMORANDUM**

To:      School Administrators, Grades K-12

From:   Executive Directors Julie Thompson and Cheryl Hickman

Date:  January 9, 2017

Re:       Knox County Procedure for Selecting Teachers of the Year for 2017-18

Knox County Schools will adhere strictly to State Department of Education guidelines for selecting Teachers of the Year.

We encourage your school to report TOY selections as soon as possible to allow those moving on to the District-level competition enough time to complete the application, which is due on February 1, 2017.   In order to comply with State Guidelines, each Knox County principal is requested to do the following:

**Prior to Monday, January 30, 2017** have faculty select building-level teacher(s) of the year,  no more than one per 20 faculty members*.* **Please use this link to submit your building-level Teacher(s) of the Year.**

[**Building Level Teacher of the Year 17-18 - DEADLINE JANUARY 30**](http://knoxschools.org/cms/module/selectsurvey/TakeSurvey.aspx?SurveyID=333)

Principals will provide the attached application to Building-level winner(s) wishing to proceed on to the District-level competition. Any nominee who wishes to be considered for “District-level” Teacher of the Year must submit their application to the appropriate grade-level coordinator – **No later than 4:00 p.m. Wednesday, February 1, 2017**

Cindy Fowler for PK-4 at cindy.fowler@knoxschools.org or

Kim Smith for Grades 5-8 and Grades 9-12 at kim.smith@knoxschools.org

***Any District-level applications received after 4:00 p.m. Wednesday, February 1, 2017 will not be considered.***

*Please impress upon building level nominees who aspire to advance beyond Knox County to the State Regional that if they are selected to represent the district, they must be prepared to add Part 2 of the application electronically.  The link will be activated by the State Department in March 2017.*