

# **DISTINGUISHED SCHOOL LIBRARY PROGRAM RECOGNITION AWARD APPLICATION GUIDELINES**

Congratulations on earning all 5 exemplars and for choosing to apply for this highly competitive award! Please read all information below prior to applying.

## **Application Components**

For your application, you will need to provide the following:

1. Two letters of support:
  - one from your administrator
  - one from someone of your choice other than your administrator.
2. A portfolio that includes:
  - Your Growth Plan
  - A link to your web presence
  - A short (no more than three minutes) multimedia component that focuses on ONE or TWO areas of strength.

## **Application Suggestions**

Due to the highly competitive nature of this award we encourage you to submit high-quality, meaningful evidence in your portfolio or letters.

For instance, if you are highlighting collaboration, a picture of the teacher-librarian and teachers planning does not give the award committee insight into what was actually, planned or taught, how differentiation occurred, what was assessed, etc.

Some evidence ideas that are more meaningful might include (but are not limited to):

- A high-quality backwards-designed lesson plan
- Student or staff surveys or pre/post reflections
- Assessment evidence of student growth
- Short video clip (or narrative) of students' reflections on what they learned or experienced from this collaborative lesson or unit that resulted in a transformative experience for them.

## **Application Review Process**

Your application packet will be given to three separate reviewers. The reviewers include but are not limited to: CDE State Library personnel, teacher-librarians who formerly earned HESLP recognition, CDE non-librarians (such as CDE content specialists), and/or K-12 administrators. These 3 reviewers will **independently** assess the 3 or 4 applications they receive in early February. All reviewers will convene at a

pre-designated date in late February to compare and discuss their independent results and select up to 3 awardees accordingly. **Award packet due to CDE/CSL by Feb. 1, 2017.**

### **Timeline for Notification and Award**

1. Review team determines by end of February.
2. Awardees informed 1st week in March.
3. CDE State Library begins communicating with State Board personnel starting mid-March to target award at April, May, or June meeting.

### **Distinguished Library Program Honors**

Schools designated as having a “Highly Effective School Library Program” will receive:

- Official recognition at a CDE State Board meeting in front of the Commissioner of Education and State Board Members
- A trophy and certificate
- Photo with CDE Commissioner and State Board District Representative
- PR opportunities

Link to [basic application](#) info here.