

National School Change Awards Application

Basic information

School Name _____ Grades being served _____
____ Elementary ____ Middle ____ High school District _____
School address _____ City _____ State _____ Zip _____
School phone _____ School fax _____ Email _____
Principal's name _____ Principal's phone _____
Contact person for nomination _____ Phone _____

School information

students currently enrolled _____ Number total staff _____ Number teachers _____
% students who qualify for free or reduced price lunch _____
% ____ Caucasian % ____ African-American % ____ Hispanic % ____ Asian % ____ Other
School serves a community that is ____ urban ____ suburban ____ rural ____ combination
School serves a community that is (if mixed, please give percentages)
____ working class ____ lower middle class ____ high middle class ____ wealthy

Performance Indicators

Student attendance (%) ____ 04-05 ____ 05-06 ____ 06-07 ____ 07-08 ____ 08-09
Promotion/graduation rate (%) ____ 04-05 ____ 05-06 ____ 06-07 ____ 07-08 ____ 08-09
Comments: _____

Academic achievement

Indicate what kind of indicator you are using (e.g. 8th grade students reading above grade level or 4th grade students scoring at or above grade level in mathematics, etc.) Specify percentages.

_____	____	04-05	____	05-06	____	06-07	____	07-08	____	08-09
_____	____	04-05	____	05-06	____	06-07	____	07-08	____	08-09
_____	____	04-05	____	05-06	____	06-07	____	07-08	____	08-09
_____	____	04-05	____	05-06	____	06-07	____	07-08	____	08-09
_____	____	04-05	____	05-06	____	06-07	____	07-08	____	08-09
_____	____	04-05	____	05-06	____	06-07	____	07-08	____	08-09

Comments: _____

Brief outline of changes (list key words and phrases in the two columns below)

<u>School before the change</u>	<u>School after the change</u>

Critical moments (events) in the change process. List 1-3 items for each of the past 4-5 years.

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School change process. Succinctly outline the major factors that contributed to your school being able to facilitate significant change.

References. List the names and contact information for two references who work inside the school and two references who work outside the school (e.g. community activist, state official, government official, parent association officer, foundation or non-profit officer, etc. These are the same four individuals whose letters of recommendation you have submitted.

Name _____ Position _____
 Organization _____ Address _____
 Work phone _____ Work fax _____ email _____
 Relationship with school _____

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Summary of evidence being provided.

In your nomination packet, your school has probably included supporting documentation. Briefly summarize what you have submitted (as if this were a table of contents).

Supporting document	Depicts

If more space is needed, please use an additional sheet of paper

Guidelines and Suggestions

In preparing your application, you may want to consider some of the following guidelines or suggestions we have listed below. In the past, winning schools have ...

- Used single line spacing.
- Set up the binder in such a way that it coincides with the 16 criteria. For example, you should clearly show that the criteria for 1A is such, by marking it as “Criteria 1A”, or something similar.
- If you are unable to convert files into PDF format, leave document in Microsoft Word format.
- Focus more on content than design.