

# 2025-26 National Awards Nomination Checklist

## Nominate a Teacher

- The PLTW teacher being nominated for this award has at least 75% of their responsibilities allocated toward the direct instruction of students.
  
- Nominator's Details:**
  - Nominator's First Name
  - Nominator's Last Name
  - Nominator's Email Address
  - Nominator's Professional Title (e.g., Teacher, Principal, Student, Superintendent, etc.)
  - Nominator's Phone Number
  - Nominator's School Name
  - Nominator's School District
  - Nominator's School Address (Building Number & Street Name, City, State, Zip Code)
  
- Nominee's Details:**
  - Nominee's Full Name
  - Nominee's First Name
  - Nominee's Last Name
  - Nominee's Professional Title
  - Nominee's School Email Address
  - Nominee's Personal or Preferred Email Address
    - *note: this will only be used to notify teachers if they are selected as a National PLTW Teacher of the Year*
  - Nominee's Cell Phone or Preferred Phone Number
    - *note: this will only be used to notify teachers if they are selected as a National PLTW Teacher of the Year*
  - Nominee's State
  - Nominee's School District
  - Name of Nominee's Superintendent
  - Email Address of Nominee's Superintendent
  - Nominee's School Name
  - Name of Nominee's Principal
  - Email Address of Nominee's Principal
  - Which PLTW program(s) does the nominee teach?
  - If PLTW Launch: Which grade level(s) does the nominee teach?
  - If PLTW Gateway: Which unit(s) does the nominee teach?
  - If PLTW Biomedical Science: Which courses does the nominee teach?
  - If PLTW Computer Science: Which courses does the nominee teach?
  - If PLTW Engineering: Which courses does the nominee teach?
  - Is the nominee a PLTW Master Teacher?
  - Which award are you nominating the teacher for? (i.e., PLTW Launch, PLTW Gateway, etc.)

## Student Impact

- Please describe the impact the nominee has had on the lives of students (maximum of 300 words).
  - Information you'll need to highlight as you're responding:
    - How does this teacher empower students to develop skills that will set them up for success during school and into adulthood? What evidence is provided to support their impact?
    - How has this teacher gone above and beyond that of his or her peers in their implementation of PLTW programs and engaging STEM opportunities for their students?
    - What evidence is there to show how this teacher has impacted students by creating opportunities for them to explore STEM interests and careers?
    - What observable impact has the teacher had on students in the teacher's class and/or the school's educational community?

## Expanding Student Access

- Please explain how the nominee has expanded students' access to PLTW programs and STEM opportunities (maximum of 300 words).
  - Information you'll need to highlight as you're responding:
    - How does the nominee actively engage with the PLTW network through local, state, and/or national initiatives? What does the level of engagement consist of and how has it helped students in that region?
    - How does the nominee promote PLTW within their school, community, and district? What examples are provided?
    - Has the nominee increased student access to PLTW programs and STEM opportunities? How did the nominee accomplish this? What quantitative and/or qualitative evidence best demonstrates the increased access?

## Transforming Teaching

- Please describe how the nominee has transformed teaching in their school community (maximum of 300 words).
  - Information you'll need to highlight as you're responding:
    - To what extent does the teacher demonstrate leadership within their school, school district, local community of educators, and the greater PLTW network?
    - To what extent does the teacher use or support the use of innovative methods and tools to engage students in active, hands-on learning that provides connection and relevancy to the real world?
    - To what extent does the teacher demonstrate a commitment to life-long learning through actively pursuing professional development opportunities and encouraging or supporting the development of others?

## Welcoming & Supportive Learning Environment

- Please describe how the nominee creates a welcoming and supportive learning environment for all students (maximum of 300 words).
  - Information you'll need to highlight as you're responding:
    - To what extent does the nominee promote a welcoming and supportive classroom and school environment?
    - What actions has the nominee taken to create a welcoming and supportive learning environment for all students?

**Extracurriculars**

- Please describe the nominee’s extracurricular involvement.
  - Information you’ll need to highlight as you’re responding:
    - To what extent does the nominee participate in extracurricular activities?
    - What professional leadership positions does the teacher hold?
    - Is the teacher an active member (or leader within) of any professional associations?
    - To what extent does the teacher mentor other teachers or facilitate staff development?
    - What professional awards and recognition has the teacher received for teaching?

**Administrator Letter of Support**

- Information you’ll need:
  - Letter from a building-level administrator such as the nominee’s principal, assistant principal, or CTE Director (depending on the school type). – The letter should be written by an administrator who is familiar with the daily work of the nominee.
    - The letter should not exceed 750 words.
    - Letter should reference the nominee’s strengths, identify accomplishments, and highlight teaching methods and experiences that directly connect to the areas of student impact, expanding access for students, and transforming teaching.

**Student Letter of Support**

- Information you’ll need:
  - Letter from a student currently in the nominee’s class or a student who was taught by the nominee within the past two years. (Letters written by parents/guardians will be accepted on behalf of their student for PLTW Launch nominations.)
    - The letter should not exceed 750 words.
    - Letter should reference the nominee’s strengths, identify accomplishments, and highlight teaching methods and experiences that directly connect to the areas of student impact, expanding access for students, and transforming teaching.

## Nominate an Administrator

- The PLTW administrator being nominated for this award has no more than 25% of their responsibilities allocated toward the direct instruction of students. Nominees may consist of roles such as principals, technology specialists, instructional coaches, directors, and superintendents.
  
- Nominator's Details:**
  - Nominator's First Name
  - Nominator's Last Name
  - Nominator's Email Address
  - Nominator's Professional Title (e.g., Teacher, Principal, Student, Superintendent, etc.)
  - Nominator's Phone Number
  - Nominator's School Name
  - Nominator's School District
  - Nominator's School Address (Building Number & Street Name, City, State, Zip Code)
  
- Nominee's Details:**
  - Nominee's Full Name
  - Nominee's First Name
  - Nominee's Last Name
  - Nominee's Professional Title
  - Nominee's School Email Address
  - Nominee's Personal or Preferred Email Address
    - note: this will only be used to notify teachers if they are selected as the National PLTW Administrator of the Year)
  - Nominee's Cell Phone or Preferred Phone Number
    - note: this will only be used to notify teachers if they are selected as the National PLTW Administrator of the Year
  - Nominee's State
  - Nominee's School District
  - Name of Nominee's Superintendent
  - Email Address of Nominee's Superintendent
  - Nominee's School Name
  - Name of Nominee's Principal
  - Email Address of Nominee's Principal

## Student Impact

- Please describe the impact the nominee has had on the lives of students (maximum of 300 words).
  - Information you'll need to highlight as you're responding:
    - How does this administrator empower students within their community to develop skills that will set them up for success during school and into adulthood? What evidence is provided to support their impact?
    - How has this administrator gone above and beyond that of his or her peers in their implementation and support of PLTW programs and engaging STEM opportunities for students?
    - What evidence is there to show how this administrator has impacted students by creating opportunities for them to explore STEM interests and careers?
    - What observable impact has the administrator had on students in their educational community?

## Expanding Student Access

- Please explain how the nominee has expanded students' access to PLTW programs and STEM opportunities (maximum of 300 words).
  - Information you'll need to highlight as you're responding:
    - How does the nominee actively engage with the PLTW network through local, state, and/or national initiatives? What does the level of engagement consist of and how has it helped students in that region?
    - How does the nominee promote PLTW within their school, district, and/or community? What examples are provided?
    - Has the nominee increased student access to PLTW programs and STEM opportunities? How did the nominee accomplish this? What quantitative and/or qualitative evidence demonstrates the increased access?

## Transforming Teaching

- Please describe how the nominee has transformed teaching in their school community (maximum of 300 words).
  - Information you'll need to highlight as you're responding:
    - To what extent does the administrator demonstrate leadership within their school, school district, local community of educators, and the greater PLTW network?
    - To what extent does the administrator encourage the use of innovative methods and tools to engage students in active, hands-on learning that provides connection and relevancy to the real world?
    - To what extent does the administrator demonstrate a commitment to life-long learning through actively pursuing professional development opportunities and encouraging or supporting the development of others?

## Welcoming & Supportive Learning Environment

- Please describe how the nominee creates a welcoming and supportive learning environment for all students (maximum of 300 words).
  - Information you'll need to highlight as you're responding:
    - To what extent does the nominee promote a welcoming and supportive learning community?
    - What actions has the nominee taken to create a welcoming and supportive learning community for all students and staff?

**Extracurriculars**

- Please describe the nominee’s extracurricular involvement.
  - Information you’ll need to highlight as you’re responding:
    - To what extent does the nominee participate in extracurricular activities?
    - What professional leadership positions does the nominee hold?
    - Is the nominee an active member (or leader within) of any professional associations?
    - To what extent does the nominee mentor colleagues or facilitate professional development?
    - What professional awards and recognition has the nominee received?

**Staff Letter of Support**

- Information you’ll need:
  - Letter from a school or district staff member (depending on the role of the nominee).
    - The letter should not exceed 750 words.
    - Letter should reference the nominee’s strengths, identify accomplishments, and highlight leadership experiences that directly connect to the areas of student impact, expanding access for students, and transforming teaching.

**Community Member Letter of Support**

- Information you’ll need:
  - Letter from a member of the community, such as a business leader, partnership team member, parent or student.
    - The letter should not exceed 750 words.
    - Letter should reference the nominee’s strengths, identify accomplishments, and highlight leadership experiences that directly connect to the areas of student impact, expanding access for students, and transforming teaching.