



Arkansas Teacher of the Year Selection Timeline

(Tentative)

Prior to September 1, 2008	Post Commissioner's Memo announces a request for nominations
Prior to September 15, 2008	District names local Teacher of the Year
September 19, 2008	District application forms due at the Arkansas Department of Education no later than 4:30 p.m. on Friday, September 19, 2008
October 7, 2008	TOY Panel Review Committee convenes and narrows to top four
October 14, 2008	Notification of 16 Semi-Finalists (Regional Winners) (teacher, principal & superintendent) Notification of 16 Semi-Finalists (Regional Non-Winners) (teacher, principal & superintendent) Notification of four Finalists
October 16, 2008	Notify TOY state four semi-finalists to schedule site visits
October 16 - 20, 2008	Top Four Semi-Finalists are required to prepare and submit additional information to interview team during scheduled site visits
October 17, 2008	Notify partners—Blue Bell Creamery, SmarterKids Foundation, and Video Reality, etc.
October 17, 2008	Letter of invitation of Governor's News Conference to The Walton Family Foundation representative
October 20, 2008	Contact TOY Partners for program
October 27 – 30, 2008	Conduct school site visits and conduct interviews with top four finalists
November 3, 2008	Invite education related organizations, legislators, principals, & superintendents
November 3, 2008	Prepare letter of invite to members of the TOY Panel Review
November 3, 2008	Inform the National Teacher of the Year Program of the name of your state's candidate, subject and grade level(s) taught, and the name of the candidate's school

(Over)

Arkansas Teacher of the Year Selection Timeline Cont'd

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November 5, 2008	Candidate's completed application must be in the National Teacher of the Year Program office
November 6, 2008	Prepare letter to TOY Regional Finalists -- W-2 Forms
November 6, 2008	TOY Awardees Request for Payment
November 7, 2008	Forward applications of the 16 TOY Regional Semi-Finalists to Communications Director to develop speaking script and News Release
November 7, 2008	Development a Certificate for each of the 13 TOY Regional Finalists
Mid – November 2008	Each member of the National Selection Committee receives from the National Program office a full set of the state applications for review prior to the initial meeting of the Committee
November 21-December 1, 2008	Develop TOY Program format
December 3, 2008	Arkansas Teacher of the Year Press Conference—Governor's Press Conference
December, 2008	The National Selection Committee meets and selects four finalists.
December 2008	Compose "thank you letter" and develop a Certificate for each of the TOY Partners
January, 2009	Update 2008-2009 ADE Teacher of the Year Website
January, 2009	Each chief state school officer of the four states selected will be notified by the Director of the National Teacher of the Year Program. The state will then notify the teacher.
January 2009	States Teacher of the Year Conference in Dallas, TX
March 2009	The four finalists will be brought to Washington, DC, for a three-day period in which they will meet with the National Selection Committee in a variety of situations including individual interviews.
March, 2009	The teacher selected and the three finalists, along with their chief state school officers, will be notified of the National Selection Committee's decision.
April, 2009	The 2009 National Teacher of the Year will be announced and honored in Washington, DC, in a series of events including recognition at a White House ceremony.