

Classified School Employee of the Year (CSEY) 2021 Nomination Form

This year, local education agencies (LEAs) who would like to nominate a classified employee for the 2021 CSEY Awards will need to submit (1) this completed Nomination Form (PDF) and (2) Supplemental Documentation describing how the nominee demonstrates excellence in their role (Word Document).

Be sure to complete ALL sections of this nomination form to ensure that the CSEY County Coordinator can submit a complete application to the California Department of Education (CDE) on your behalf.

Detailed instructions for the Supplemental Documentation are listed at the end of this Nomination Form.

If you have any questions regarding the nomination process or if you want to report a problem, please contact the Awards Team by phone at 916-319-0842 or by email at awards@cde.ca.gov.

I. Nominee Occupational Specialty

(Select one - Districts may submit one nomination for each category)

	Paraprofessional
	Clerical and Administrative Services
	Transportation Services
	Food and Nutrition Services
	Custodial and Maintenance Services
	Security Services
	Health and Student Services
	Technical Services
	Skilled Trades

II. Nominee Information

First Name	
Last Name	
Home Mailing Address	
Home City	
Home Zip Code (99999)	
Home Phone Number (999-999-9999)	

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II. Nominee Information (continued)

Current Job Title	
Years in Current Position <i>(Minimum of five years of service in nomination occupational specialty)</i>	
Work Site Name <i>(School, District, County Office of Education)</i>	
Work Site Address	
Work Site City	
Work Site Zip Code <i>(99999)</i>	
Work Site Phone Number <i>(999-999-9999)</i>	
Work Site Email Address	

III. Nominee Supervisor Information

First Name	
Last Name	
Current Job Title	
Work Site Name	
Work Site Address	
Work Site City	
Work Site Zip Code <i>(99999)</i>	
Work Site Phone Number <i>(999-999-9999)</i>	
Work Site Email Address	

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IV. Nominator Information

First Name	
Last Name	
Current Job Title	
Work Site Name	
Work Site Address	
Work Site City	
Work Site Zip Code (99999)	
Work Site Phone Number (999-999-9999)	
Work Site Email Address	

V. School Information

(Only complete if applicable; If the nominee is employed by a county office of education or a school district proceed to the next section of the Nomination Form)

Name	
Address	
City	
Zip Code (99999)	
School Website	
School Code (9999999) <i>(For help locating your school code, please access the California School Directory.)</i>	
Principal First Name	
Principal Last Name	
Principal Phone Number (999-999-9999)	
Principal Email Address	

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V. School, District, and Community Type Information

What is the district/school type where the nominee serves? (Select one)	
<input type="checkbox"/>	Early Learning
<input type="checkbox"/>	Elementary School
<input type="checkbox"/>	Middle School
<input type="checkbox"/>	High School

What is the district/school type where the nominee serves? (Select one)	
<input type="checkbox"/>	Public School
<input type="checkbox"/>	Charter School
<input type="checkbox"/>	Magnet School

What is the community type where the nominee serves? (Select one)	
<input type="checkbox"/>	Urban
<input type="checkbox"/>	Rural
<input type="checkbox"/>	Suburban

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VI. Student Demographics Information

What are the student demographics of the school(s) where the nominee serves? *(If there are no students in the demographics enter 0 into the field. For help locating the school demographics, please access [DataQuest](#). If you are not familiar with using DataQuest, you may leave this section blank and the County Coordinator will complete it for you.)*

African American	
American Indian or Alaska Native	
Asian	
Filipino	
Hispanic or Latino	
Pacific Islander	
White	
Two or more Races	
Not Reported	
English Learner	
Special Education	
Total Enrolled	

How many students receive free and reduced price meals at the school(s) where the nominee serves? *(If there are no students receiving free and reduced price meals enter 0 into the field.)*

Number of Students	
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VII. County Office of Education Information

Name	
Address	
City	
Zip Code (99999)	
County Office of Education Website	
County Code (9999999) <i>(For help locating your county code, please access the California School Directory)</i>	
County Superintendent First Name	
County Superintendent Last Name	
County Superintendent Phone Number (999-999-9999)	
County Superintendent Email Address	

VIII. CSEY County Coordinator Information

(Applications will only be accepted from CSEY County Coordinators. The CDE Awards Team will verify the submitter upon receipt of the Application.)

First Name	
Last Name	
Address	
City	
Zip Code (99999)	
County Coordinator Phone Number (999-999-9999)	
County Coordinator Email Address	

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IX. Supplemental Documentation Instructions

PLEASE NOTE: This year, Supplemental Documentation will consist of **ONE** Microsoft Word document limited to three pages, Arial size 12-pt font, single spaced.

The documentation should be written by the nominee's supervisor and/or nominator and can be a joint effort.

The documentation should be named as follows: County Name, followed by Nominee First Name and Last Name, followed by Occupational Specialty. (Do not include the word *county*.) For example: "Santa Barbara Javier Garcia Paraprofessional"

Include the documentation name on the top of the first page. For each area, include the name of the area followed by the description. Each area description has a 250 word-count maximum. The name of the area will not count towards the description word count.

The documentation must include a description of how the nominee demonstrates excellence in each of the following areas:

- A. Work performance.
- B. School and community involvement.
- C. Leadership and commitment.
- D. Local support (from co-workers, school administrators, community members, etc. who speak to the nominee's exemplary work).
- E. Enhancement (of classified school employees' image in the community and schools).
- F. Any other areas (the school deems exceptional and pertinent to the CSEY Award).