

Wyoming City Schools
Master Teacher and Master Teacher Renewal Application
Style Guide and Submission Requirements

Style Guide

The narrative portion of the Master Teacher Application is to be limited to a total of twelve (12) pages. The document is to be typed according to the following guidelines:

- 8.5" x 11" white paper
- Double-spaced lines
- Times New Roman 12 point font
- One-half (1/2) inch margin minimum on all sides (left, right, top, bottom)
- Print on only one side of the page
- Number all pages sequentially
- Provide clear, consistent references to items of evidence, allowing the readers to locate each piece of evidence easily (Items of evidence are not considered part of the 12 page narrative)

Submission Requirements for Master Teacher Designation and Master Teacher renewal

- Submit **four** copies of the narrative portion of the Master Teacher Application or Master Teacher renewal application in a single plain file folder with your name and building on the tab. Attach the "Section 1: Candidate Information" cover sheet to the **first** of the four copies.
- Narrative pages are to be paper clipped, not stapled.
- Submit **one** copy of all evidence in an expandable folder, binder, or other container that will keep the pieces organized.
- Keep in mind that multiple readers will review the pieces of evidence, so they should be clearly labeled, readily accessible, and easily reorganized if they should get out of order.
- Deliver your Master Teacher Application or Master Teacher renewal materials to the Administrative Center before 4:30 PM on or before the application due date.

Note: Evidence pieces will be returned to you. However, if you receive the Master Teacher designation or renewal of your Master Teacher designation, you must keep the evidence intact for the five-year duration of your Master Teacher status in case of an audit by ODE. If you receive Master Teacher status, a copy of the narrative portion of your application will be kept on file at the Board Office.