

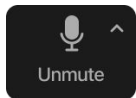
Teacher and Principal of the Year

Information and Online Portal Guide for Coordinators

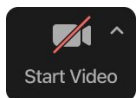


2025 - 2026 School Year

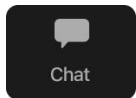
Zoom Meeting Preparation



- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”



- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”



- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.

If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.

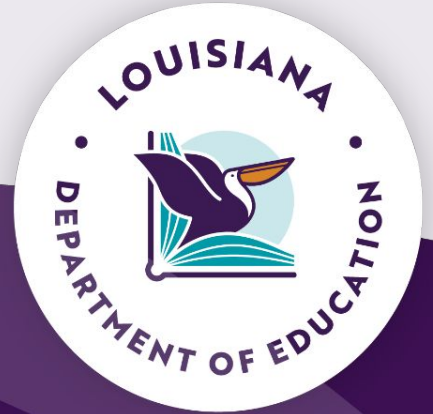


Agenda

- Welcome and Introductions
- Teacher and Principal of the Year Programs
- Teacher and Principal of the Year Timeline and Gala Information
- Rubric and Application Materials
- School System-Level Process
- Resources
- Coordinator Online Application Portal
 - Returning Users
 - New Users
- Materials and Information
- Online Portal Links
- Additional Award Opportunities
- Questions



Teacher and Principal of the Year Programs

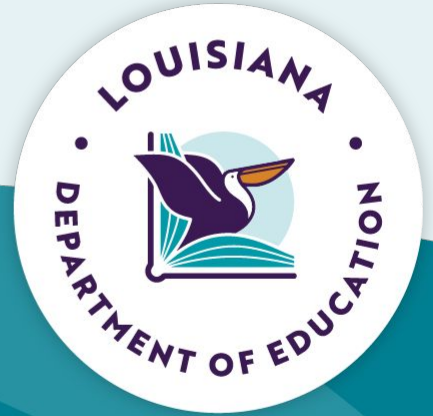


Teacher/Principal of the Year Program

- The Louisiana Department of Education recognizes that great teachers and school leaders are critical to student success.
- Annually, the Department, in partnership with [Dream Teachers](#) and the [Louisiana Association of Principals](#), honors the state's most exceptional educators through the Teacher and Principal of the Year programs.
- The Louisiana Teacher and Principal of the Year awards programs provide an opportunity to acknowledge those educators who are making exceptional gains with students.
- Please join us in celebrating excellent educators who are going above and beyond.



Teacher and Principal of the Year Timeline and Gala Information



Timeline

Nominations Portal	September 2 - September 30, 2025	Stakeholders nominate teachers/principals. Nominations information is shared with school systems for their consideration.
Applications Process	October 1, 2025 - January 14, 2026	<ul style="list-style-type: none">• October 1, 2025-applications released• January 14, 2026 -applications due in the online portal
Semifinalists	March 17, 2026	48 honorees (24 teachers and 24 principals)
Finalists	May TBD, 2026	18 honorees (9 teachers and 9 principals)
Teacher Leader Summit	May 26-28, 2026	All semifinalists and finalists will receive a VIP ticket and an invitation to a reception.
Interviews	June TBD, 2026	(18) Finalist interviews
Gala	July 25, 2026	Celebrate all Teacher/Principal + other honorees.

- [Timeline](#)

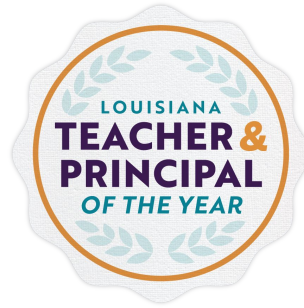


20th Annual Cecil J. Picard Educator Excellence Awards Gala

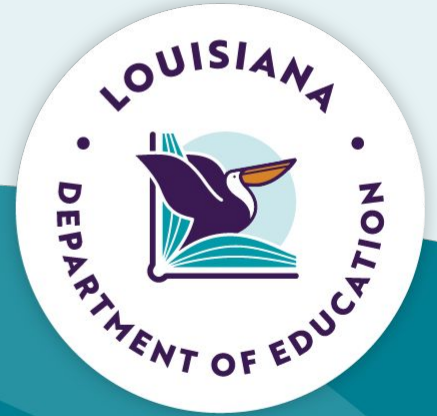
- Educators named as state-level honorees are invited to the Gala.
- On Saturday, July 25, 2026, the Department, in partnership with Dream Teachers, will host the 20th Annual Cecil J. Picard Educator Excellence Awards Gala at the World War II Museum in New Orleans.
- Several different award program honorees will be recognized and celebrated on this evening.
- During the event, the division-level and overall honorees will be named.
- The Educator Excellence Awards Gala is Louisiana's most prestigious educational awards celebration of the year.



Honorees at the Gala



Meet the Current State Teacher and Principal of the Year Honorees



**2026 OVERALL
TEACHER OF THE YEAR**

*Regena
Hartley Beard*

**COPPER MILL ELEMENTARY
ZACHARY COMMUNITY
SCHOOL DISTRICT**



Meet the Overall State Teacher of the Year

2026 OVERALL PRINCIPAL OF THE YEAR

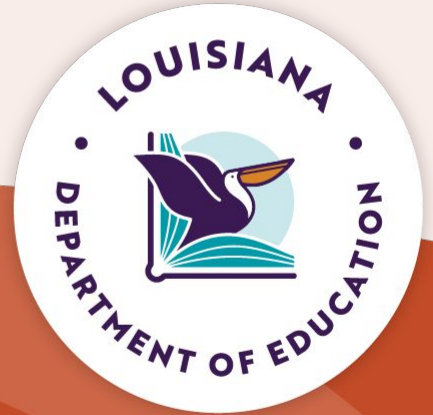
Justin Wax

DENHAM SPRINGS
JUNIOR HIGH SCHOOL
LIVINGSTON PARISH



Meet the Overall State Principal of the Year

Teacher and Principal of the Year Rubric and Application Materials

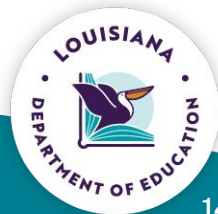


Teacher/Principal of the Year Criteria + Rubric

An exemplary candidate is one who:

- Demonstrates **excellence and expertise** in the field, **guiding students** (and for principals, also teachers) of all backgrounds and abilities to **achieve success**.
- Demonstrates **leadership** and **innovation** in and outside of the school building walls, creating pathways for **students/teachers to excel**.
- **Builds collaborative relationships** with **colleagues, students, and families** to create a **school environment** that is respectful, welcoming, and **positively impacts student growth and achievement**.
- **Deliberately connects** the classroom/school to the **community** to positively **impact the students, school, and community**.
- Is **inspiring, compelling, professional**, and expresses themselves in an **engaging and clear way**, and demonstrates the ability to **connect with and represent** the state.

School systems are encouraged to select candidates who most closely match the criteria to participate in the state-level process.



Principal of the Year Application

- The Principal of the Year application consists of the following components:
 - Basic information, including a [bio](#) (written in third person) and social media quote
 - Résumé (limit: two pages)
 - Two recent years of student success data (SLTs or other data)
 - **Applicants must ensure that the data submitted does not contain Student Personal Identifying Information (PII).**
 - Up to three letters of recommendation
 - Candidate consent form (teacher waiver)
 - Student consent form (one for each students in video/photos/etc.)
 - Responses to two written reflection questions and one video prompt
- Click link to view the [Principal of the Year Application](#).



Teacher of the Year Application

- The Teacher of the Year application consists of the following components:
 - Basic information, including a [bio](#) (written in third person) and social media quote
 - Résumé (limit: two pages)
 - Two recent years of student success data (SLTs or other data)
 - **Applicants must ensure that the data submitted does not contain Student Personal Identifying Information (PII).**
 - Link to teaching video (YouTube link)
 - Lesson plan which corresponds to teaching video
 - Up to three letters of recommendation
 - Candidate consent form (teacher waiver)
 - Student consent form (one for each students in video/photos/etc.)
 - Responses to two written reflection questions and one video prompt
- Click link to view the [Teacher of the Year Application](#).

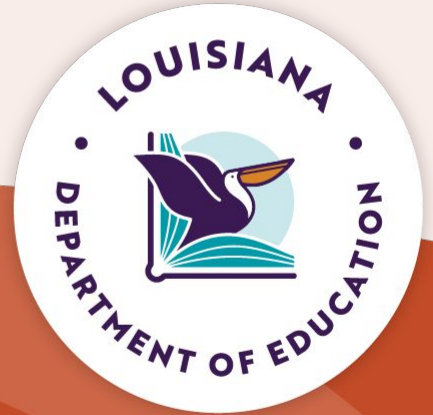


Teacher of the Year Video

- Teaching videos should not exceed 15 minutes and may be edited. Teaching may take place in person, virtually, and/or be hybrid.
- Teaching video suggestion- Divide the video into three segments. Suggested segment time is listed as a guide only, as candidates may utilize the time as needed.
 - Description of the lesson + passion statement (three minutes or less)
 - Classroom lesson (ten minutes or less)
 - Debrief of lesson (three minutes or less)
- In the state-level online application, videos must be submitted as a YouTube video link.
- Click link to view the [Teacher Video Filming Guide](#).



Application Tips and Pointers



Application Tips

- Organize each response into clear paragraphs with smooth transitions.
- The first and last sentences should be impactful, aligned, and draw in the reader.
- Proofread for spelling, grammar, and clarity.
- Avoid general statements; show *how* the candidate meets each criterion.
- Use **detailed examples** that illustrate the candidate's impact.
- Include **evidence** where possible (e.g., “supported 150 students,” “reduced absences by 20%,” etc.).
- Describe **results and outcomes**, not just actions. (Example: “Her uniform closet restored student confidence and increased attendance.”)
- Show how the candidate's work contributes to **school success, student well-being, and community engagement**.



Application Tips

- Include quotes, testimonials, or data that demonstrate **stakeholder respect and support**.
- Emphasize **leadership qualities**, even in non-supervisory roles.
- Describe what makes the candidate stand out — their creativity, initiative, or leadership style.
- Highlight **innovative practices** or special contributions (e.g., creating a new program, mentoring students, leading a community project).
- Show evidence that their work serves as a **model for others**.
- Use the same tone, formatting, and level of detail throughout the application.
- Ensure that examples in different sections complement rather than repeat each other.
- Reinforce recurring themes (e.g., dedication, leadership, community service).
- Let the personality and passion of the nominee shine through.
- Write authentically — use language that feels genuine and heartfelt.
- Emphasize the **human impact** of their work — how they uplift, inspire, and serve others.

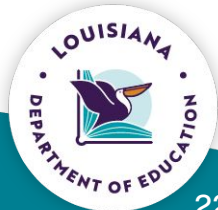


School System-Level Process



School System-Level Process

- All school systems are encouraged to select up to three overall Teacher and Principal of the Year finalists, one per division (elementary, middle, and high), to send to the state-process.
- All school systems are encouraged to submit at least one teacher and one principal to the state process.
- School systems may use the state's applications/materials or use their own process for to identify local-level honorees.

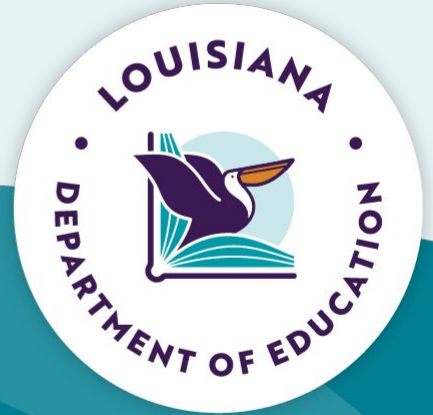


School System-Level Process

- School systems determine:
 - The grades in the division levels. At the state-level, candidates serving multiple grade levels, such as a principal of a K-12 school, may select the multi-division option.
 - Who they include in their process, such as librarians, etc.
- Compass/[LEADS/LES](#) data (as available) is considered in the state-level competition.
 - School systems should ensure state-level candidates are demonstrating success with students.



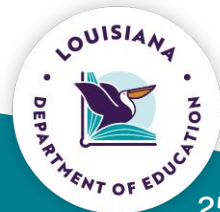
Resources



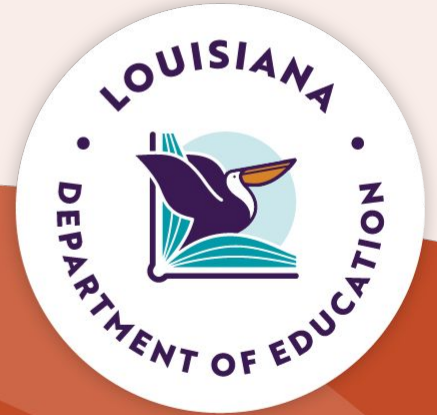
Teacher and Principal of the Year Materials

Please share the links below with your candidates for easy access to all application materials.

- [Application-Principal of the Year](#)
- [Application-Teacher of the Year](#)
- [Application Sample-Principal of the Year](#)
- [Application Sample-Teacher of the Year](#)
- [Consent Form-Candidate](#)
- [Consent Form-Student](#)
- [Candidate Recommendation Form](#) (Optional)
- [Professional Bio Guidelines](#)
- [Rubric-Teacher and Principal of the Year](#)
- [Teaching Video Guide-Teacher of the Year](#)
- [Timeline-Teacher and Principal of the Year](#)



Coordinator Online Application Portal



State-level Candidate Information

- By **January 14, 2026**, Teacher/Principal of the Year Coordinators (or other school-system personnel) should enter the name(s) of their district/school system honorees (teachers and principals who will participate in the state-level process) in the [Coordinator's online portal](#).
 - (<https://webportalapp.com/sp/login/ldoe-tpoycoordinator> 25-26)
- The portal works best when using Chrome as your web browser.
- As soon as local-level honorees are identified, this information should be added to the portal.



Portal Users

- There will be two types of coordinators using the coordinator's portal-returning users and new users.
- Returning users are those who created an account and used the coordinator's portal previously.
- New users are those who have not created an account and/or used the coordinator's portal previously.
- If you are a returning user, advance to the next slide for user instructions.
- If you are a new user, advance to [slide 37](#) to see new user instructions.



Returning Users



Sign Into the Online Portal

- Sign in with your email address and password. If you forgot your password, select “Forgot Password.”

Sign In/Sign Up Instructions

For New Users:

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Sign into the portal using the email address and the password you created when you originally signed up for the portal. If you have forgotten your password, click "**Forgot your password?**" and follow the prompts to reset your password.

Sign In

Email

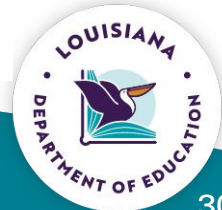
Password

[Forgot your password?](#)

[Log In](#)

Need an Account?

[Sign Up](#)



Edit Your Profile

- Review the information in your profile and make edits if needed.
- When done, click “Save.”

Profile Information

Which Are You? *

Teacher and Principal of the Year Coordinator

Are you part of a district or charter? *

Charter

Coordinator's Name (first and last) Please include Dr., Ms., Mr., etc. *

Ms. Joni Lacy

Coordinator's Email Address *

joni.lacy@la.gov

Coordinator's Phone Number with area code and extension (if applicable) List phone number with hyphens, such as 123-456-7890 ext. 2016 *



Get Ready to Add Honoree Information

- Click “Get Started.”

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission. If you need to update your profile in the future, click “Edit”.

Profile

Complete

Edit


Now that you have created your profile, you can begin the submission process. Click the submission card below to get started. At any point in the process, you can return to the homepage to view the status of your submission and actions required.

- Status bar is **blue**, there is an action required. Click on the Card to complete.
- Status bar is **red**, there is an error. Please reach out to the Administrator of this program.
- Status bar is **gray**, your submission is under review or completed and no action is needed.



District Coordinator Information

- Next, click “Open.”

 District Coordinator Information

Submit

Below you will find a section for each step that needs to be completed for this for you to submit your information. If action is required, click "Open" to complete the section. IMPORTANT: Once you have completed all required items for this step, be sure to click "Submit". Before submitting, you will be able to edit any section. Once you've submitted, you will be unable to make any changes.

District Coordinator Information	Action Required	Open
----------------------------------	-----------------	------



Add State-level Honoree Information

- Add honoree information to this page. Select “Save Draft” to return and complete later.

State-level Teacher of the Year Honorees - Please use the honoree's formal name (as it appears in the Louisiana Educator Portal.)

*If a teacher serves students in multiple divisions (such as a teacher of students in middle and high school), please add their information in the textbox below.

If any of the honorees serve students in multiple divisions, check this box:

☐ Multiple Divisions

Teacher - Elementary School Division Honoree

Elementary Teacher- First Name

Elementary Teacher-Last Name

Elementary Teacher- Email Address

Elementary Teacher-School Name



Select Multiple Divisions if Applicable

****If a principal serves students in multiple divisions (such as the principal of a K-12 school), please add their information in the textbox below.**

If any of the honorees serve students in multiple divisions, check this box.

 ☐ Multiple Divisions

Principal - Elementary School Division Honoree

Elementary Principal- First Name

Elementary Principal- Last Name

Elementary Principal- Email Address

Elementary Principal- School Name



Include Note if Honoree Fits Into Multiple Divisions

If any of the honorees serve students in multiple divisions, check this box:

☒ Multiple Divisions

In the textbox below, indicate the honoree's name(s) and grades served.



Additional Information

If any of your honorees were at a different school and/or district last year, please add the person's name and school/district in the textbox below.

If any of your honorees were in a different role last year, please add the person's name and role in the textbox below.



Indicate Preference for Contacting Candidates

Please indicate your preference in the drop-down box below regarding whether the Department should email your candidates about upcoming webinars and application information.

Yes – Please email my candidates about upcoming webinars and application information.

No – My candidates have not yet been notified; please do not email them at this time.

If you selected “No,” please enter the date after which it will be appropriate for the Department to contact your candidates:



Include Additional Information if Needed

If you have any additional information you'd like to share, please add to the textbox below. This would include adding a note indicating if one of your candidates was named as a district-level honoree, but did not submit a state-level application.

*

Please note- All candidates submitted to the state-level process are up for consideration as an overall state-level honoree. When you submit this information, this indicates your school system is in support of the candidate(s) you've listed.



Submit by January 14, 2026

Note: *If a required element has not been completed, the portal will not let you submit.*

Basic Instructions:

The newest steps will always be the first ones. Your previous steps will be below the newest steps. These will be in a read-only format.



When you have completed every section of the submission, the "Submit" button will turn green. This indicates that you can now fully submit your submission.

Once you click "Submit" this information will no longer be editable.

District Coordinator Information

Submission

Complete



Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

Coordinator Submission

Basic Instructions:

When you have completed every section of the submission, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.

Submit



Submission Confirmation

- After submitting, you will see a message confirming your submission.

District Coordinator Information

Submission

Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

View

Edit

First Stage Submission

✓ This has been submitted.

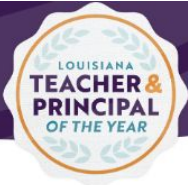


New Users



Set Up an Account

- Select “Need an Account” to get started.



Welcome to the portal!

First time here?
Click “Sign Up” to create a new login.

Returning User?
Sign in to pick up where you left off.

Forgot your password?
Click “Forgot your Password?” A recovery email will be sent to create a new password.

Sign In


Email

Password [Forgot your password?](#)

[Log In](#)

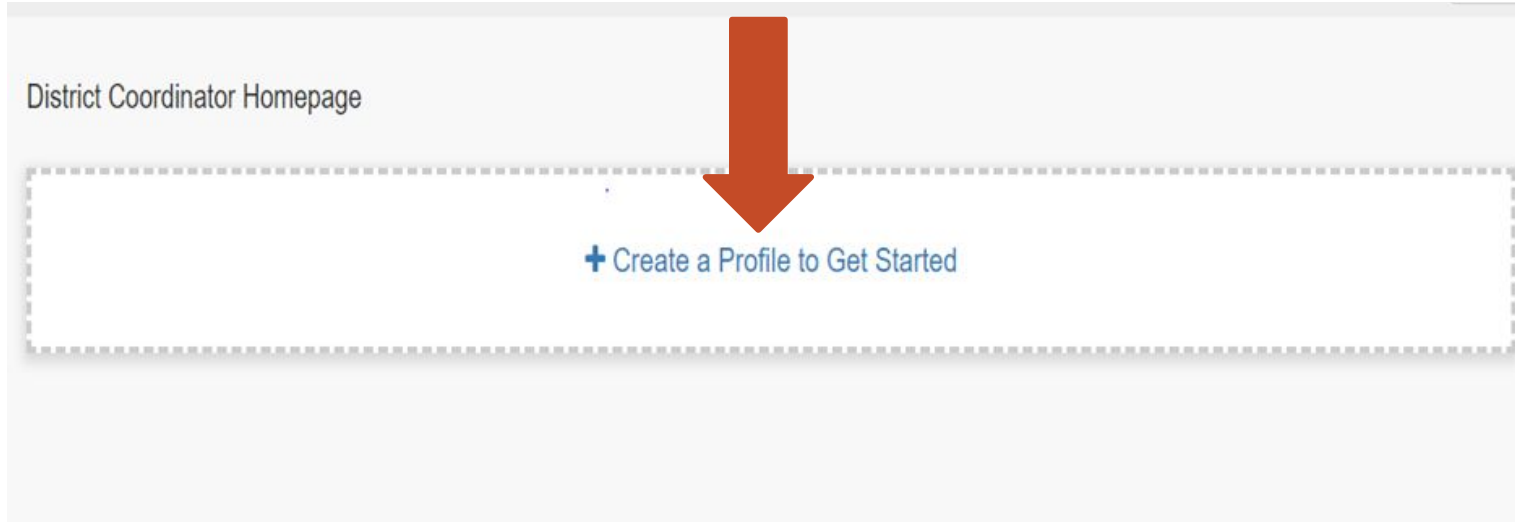
Need an Account?

[Sign Up](#)



Create Profile

- Click the tab to get started.



Create Your Profile and Click “Save”

[District Coordinator Homepage](#) > Profile Input

Profile Information

Which Are You? *

Are you part of a district or charter? *

Coordinator's Name (first and last) *

Coordinator's Email Address *

Coordinator's Phone Number with area code and extension (if applicable) List phone number with hyphens, such as 123-456-7890 ext. 2016 *

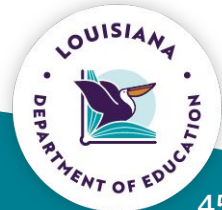
District Superintendent's/CEO's Name (first and last)

District Superintendent's/CEO's Email Address

District's Website (URL) *

Save Draft

Save



Get Ready to Add Honoree Information

- Click “Get Started.”

Next, click the box below to create your profile. Take a moment to tell us about yourself before starting your submission. If you need to update your profile in the future, click “Edit”.

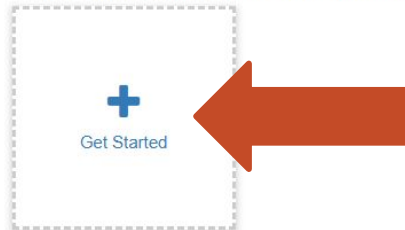
Profile

Complete

Edit

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- Status bar is **gray**, your submission is under review or completed and no action is needed.



Add State-level Honoree Information

- Add honoree information to this page. Select “Save Draft” to return and complete later. Select “Save” when done.

State-level Teacher of the Year Honorees - Please use the honoree's formal name (as it appears in the Louisiana Educator Portal.)

*If a teacher serves students in multiple divisions (such as a teacher of students in middle and high school), please add their information in the textbox below.

If any of the honorees serve students in multiple divisions, check this box:

☐ Multiple Divisions

Teacher - Elementary School Division Honoree

Elementary Teacher- First Name

Elementary Teacher-Last Name

Elementary Teacher-School Name

Teacher - Middle School Division Honoree



Add State-level Honoree Information

- Add honoree information to this page. Select “Save Draft” to return and complete later. Select “Save” when done.

State-level Teacher of the Year Honorees - Please use the honoree's formal name (as it appears in Compass/CODE/etc.)

*If a teacher serves students in multiple divisions (such as a teacher of students in middle and high school), please add their information to the division the district/candidate selects and check the box below.

If any of the honorees serve students in multiple divisions, check this box:

☐ Multiple Divisions

Teacher - Elementary School Division Honoree

Elementary teacher- First Name

Elementary teacher-Last Name

Elementary teacher-School Name

Teacher - Middle School Division Honoree

Middle teacher- First Name



Select Multiple Divisions if Applicable

If one of the nominees serves students in multiple divisions, check this box.

☐ Multiple Divisions

Principal - Elementary School Division Nominee

Elementary principal- First Name

Elementary principal- Last Name

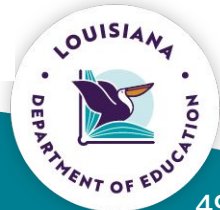
Elementary principal- School Name

Principal - Middle School Division Nominee

Middle principal- First Name

Middle principal- Last Name

Middle principal- School Name



Include Note if Honoree Fits Into Multiple Divisions

If any of the honorees serve students in multiple divisions, check this box:

☒ Multiple Divisions

In the textbox below, indicate the honoree's name(s) and grades served.



Include Additional Information if Needed

Additional Information

If any of your honorees were at a different school and/or district last year, please add the person's name and school/district in the textbox below.

If any of your honorees were in a different role last year, please add the person's name and role in the textbox below.

If you have any additional information you'd like to share, please add to the textbox below. This would include adding a note indicating if one of your candidate level honoree, but did not submit a state-level application.



Mark Complete

- Select “Mark Complete” once all information has been entered

*

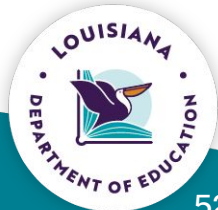
Please note- All candidates submitted to the state-level process are up for consideration as an overall state-level honoree. When you submit this information, this indicates your school system is in support of the candidate(s) you've listed.

Last saved at 10:11:30 AM

Save Draft

Mark Complete

Close



Submit by January 14, 2026

Note: If a required element has not been completed, the portal will not let you submit.

Basic Instructions:

The newest steps will always be the first ones. Your previous steps will be below the newest steps. These will be in a read-only format.



When you have completed every section of the submission, the "Submit" button will turn green. This indicates that you can now fully submit your submission.

Once you click "Submit" this information will no longer be editable.

District Coordinator Information

Submission

Complete



Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

If you have completed the section and would like to view, please click the "Eye" icon to the right.

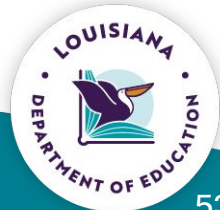
Coordinator Submission

Basic Instructions:

When you have completed every section of the submission, the "Submit" button to the right will become green and clickable.

Your submission is not fully submitted until you click the green "Submit" button.

Submit



Submission Confirmation

- After submitting, you will see a message confirming your submission.

District Coordinator Information

Submission

Basic Instructions:

Please click the "Pen & Paper" icon to the right to continue.

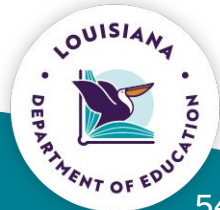
If you have completed the section and would like to view, please click the "Eye" icon to the right.

View

Edit

First Stage Submission

✓ This has been submitted.



After Submitting

- After submitting the state-level honoree information, you may edit your profile at any time. You will not be able to edit the information for the honoree(s).

Profile	Complete	Edit
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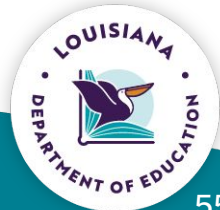
Basic Instructions:

To begin your application, click "+Get Started" on the Submission Card below. This will bring you to the application.

When you return to this Homepage, you can see the status of your application because the Submission Card will have a colored status bar at the bottom.

- If the status bar is grey, in color, your application is in a review status, and no action needs to be taken at the moment.
- If the status bar is orange, that means that there is an action/step that you need to take. A form needs to be filled out, etc.
- If the status bar is red, that means that there is an error and you should reach out to an administrator.

First Name Last Name

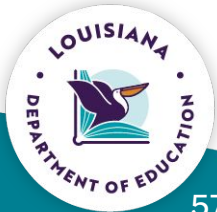


Online Portal Links

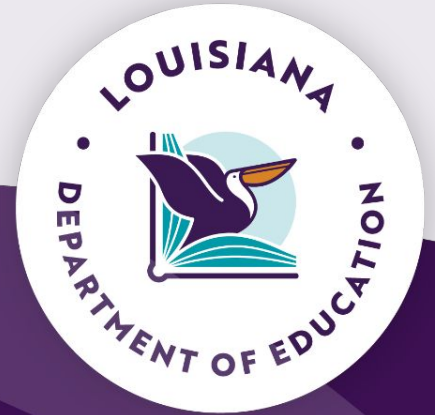


Online Portal Links

- Coordinator Online Portal link-
 - <https://webportalapp.com/sp/login/ldoe-tpoycoordinator> 25-26
- Candidate Online Portal link-
 - <https://webportalapp.com/sp/login/ldoe-toy-poy-candidate> 25-26

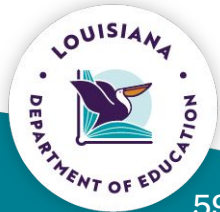


Online Portal Help Desk Form



Online Portal Help Desk Form

- Please complete the [Online Portal Help Desk Form](#) if you anticipate issues submitting information in the portal by January 14.



Portal Reports



Portal Reports

- Reports on portal submissions will be shared with coordinators
 - Three Tabs
 - Coordinator Submission Status
 - Coordinator's District/School System Name
 - Submission Status- Draft or Submitted
 - Coordinator's Name
 - TOY Submission Status
 - School System/District Name
 - Submission Status
 - Division Level
 - POY Submission Status
 - Same as TOY



Materials and Information



Teacher and Principal of the Year Materials

- All application materials may be found in the the Teacher and Principal of the Year Resources on the [Staff and Educator Awards](#) page.
- Join an [informational/help desk call](#) for tips and pointers on creating a strong state-level application and to view a tutorial of the online application portal.



Additional Awards Opportunities



Award Programs Information

- Information about all [award programs](#) offered at the Department can be found on the [Award Initiatives Overview](#) Document.
- All stakeholders are encouraged to review and participate in these programs.
- For general questions, please contact excellenteducators@la.gov.



Questions



Questions

- Teacher and Principal of the Year programs-email excellenteducators@la.gov
- New Teacher of the Year-email laurie.carlton@la.gov
- Early Childhood Teacher and Leader of the Year-email shallan.jones@la.gov

