

Lancaster City Schools – Master Teacher Writing & Evidence Guidelines - Renewal

Anyone turning in a *Master Teacher Project (Renewal)* for consideration must adhere to the following guidelines;

A Renewal Application for Master Teacher (**Form T – ODE Website**) must be submitted to the Human Resource Office by **4:30 p.m. on Friday, March 27, 2020.**

All completed projects must be received in the Human Resource Office by **4:30 p.m. on Friday, May 22, 2020.**

Please use Form U (from the ODE website) for submission of evidence. Follow guidelines on the form.

Use Form X (from the ODE Website) as the guidelines for the Evidence Annotation.

All projects will be evaluated by the end of May. You will be notified of your results by the end of May and will receive a copy of your score sheet only. No projects will be returned – you should make a copy of your project before you submit it.

Please follow the Candidate’s Checklist (**Form W from the ODE website**) for proper format for completion and turn in of the project.

- The page set-up for your writing and evidence is as follows:
 - ✓ Double spaced
 - ✓ Times New Roman
 - ✓ 12 point font
 - ✓ 1 inch margins (narrative only, no margin requirement for evidence pages).
 - ✓ Evidence is limited to 3 pieces (not to exceed 6 pages) and must be referenced within the written text and labeled accordingly.

Writing guidelines are set by the Master Teacher Committee of each school district. Please note that the Lancaster City Schools writing guidelines may differ somewhat from the suggested guidelines on the ODE Master Teacher webpage. Failure to follow any guideline which results in the portfolio having too much information will not be scored. This includes but is not limited to, smaller font size, smaller margins, and extra pages.