



2027 NEA ESP OF THE YEAR LETTER OF RECOMMENDATION REQUIREMENTS

How many Letters of Recommendation are required? Exactly three (3) are required– no more, no less.

Who should write letters of recommendation? These letters should be written by people from the nominee’s school/worksites (e.g., fellow ESPs, teachers, or other colleagues, principals, superintendents), their state/local affiliate (e.g., elected leaders, fellow members, staff), and/or their community (e.g., current or former students, families of students, representatives from community-based organizations). Letters should include the writer’s signature (typed or handwritten), first and last name, title/position, and phone number or email address.

What should they include? These letters should note how long the writer has known the nominee and in what capacity. Importantly, the writer should cite specific examples of how the nominee has impacted one or more of the following four criterion areas.

- **Impact on students.** Describe specific actions you have taken and how those actions positively impacted student learning, social-emotional well-being, health and/or safety.
- **Impact on families and the community.** Describe specific actions you have taken and how those actions have positively impacted families and/or the local community.
- **Union engagement and activism, with a focus on ESP workforce issues.** Describe how your engagement and activism with the local or state union/association have positively impacted ESPs' professional stature (e.g., importance and reputation), stability (e.g., wages, benefits, and job security), and/or effectiveness (e.g., professional practice).
- **Impact on colleagues.** Describe specific actions you have taken and how those actions have positively impacted colleagues at your school campus, school district, or worksite.

Is specific formatting required? Letters must be typed, one page maximum, with 1-inch margins and a minimum 10-point font. Letters can be uploaded as PDF or Word document files. Pictures of letters will not be accepted. The file name of each letter should include the nominee’s name and state.

Where do you submit letters? When complete, letters should be emailed to the nominee or state affiliate point of contact (POC).

Questions? Email Jennie Young at jyoung@nea.org.
Learn more about the award [HERE](#).