



Academy of
Orton-Gillingham
Practitioners
and Educators

Incorporated Under New York State Education Law

AOGPE Principal/Administrator Recognition Award Process

STEPS:

1. The completed Nomination Form and Criteria Checklist Form from the nominating Fellow is received in the Academy office, via email, fax or mail.
2. The Nomination Form and Criteria Checklist is sent to the Honorary Committee Chairperson.
3. The Honorary Committee Chairperson evaluates each nomination before the candidate is presented to the Board of Trustees for final approval.
4. Once the Board of Trustees approves the candidate, the Honorary Committee Chairperson informs the AOGPE office.
5. The Office sends the recognition letter and certificate to the Principal/Administrator. A copy of the letter and certificate is also sent to the nominating Fellow.
6. The recipients of the AOGPE Principal/Administrators Recognition Award are listed in the Honorary Committee's report at the next Board meeting.
7. The recipients of the award are listed in the Academy's newsletter and website.
8. The Academy Office keeps all records.
9. The process takes 4 to 6 weeks.