



# NASSP National Assistant Principal of the Year

## Online Application Instructions for APOY Applicant

NASSP is pleased to offer our state affiliates the use of the online Assistant Principal of the Year application.

To get started, visit <https://nasspawards.org/apoy> and follow these steps:

- Click on **Register**.
- Click on your **State**.
- Click **Register**.
  - Fill out the Registration Information and set your username and password.
- Click **Application** to begin.

You may enter and exit the application at your convenience and your work will be saved. You also have an option to save your work by clicking the Save button.

All applicants are required to submit four names with email addresses for references within the application—one name/email from each of the following categories:

- Student
- Parent/community member/business leader
- Teacher
- Administrator

Each person will be emailed short-answer questions regarding the applicant. They are required to go online (web address is provided along with instructions) and complete responses to these questions. They cannot view your application and you cannot view their responses.

You should contact each person to let them know that an email will be sent to them soon. You should advise your four colleagues to check all incoming mail as some emails end up in the spam folder.

Allow sufficient time prior to your state deadline for your recommendations to be completed.

### Final Submission

After all information is completed by you and your four references, you must return to your application and click the Submit button. Your application is not final until you submit the application for consideration. Please make sure you completed all fields, answered all the questions, and uploaded a professional headshot.