

# **Cleveland Metropolitan School District**

## **Master Teacher Renewal Style Guide & Submission Requirements**

### **Style Guide**

The narrative portion of the Master Teacher Renewal Application is to be limited to a total of four (4) pages. The document is to be word processed according to the following guidelines:

- 8.5" x 11" white paper
- One-and-a-half (1 ½) or double-spaced lines
- Times New Roman 12 pt. font
- One-half inch (½ inch) minimum margin on all sides
- Print on only one side of the page
- Number all pages sequentially
- Clearly label each item of evidence to enable the readers to easily locate the evidence as they read the narrative
- Indicate paragraphs using a 5-space indentation or a line break

### **Submission Requirements**

Submit the following in a three-ring binder with tab dividers.

1. Master Renewal Teacher Application
2. Checklist
3. Master Teacher Renewal Candidate's Score Report
4. Narrative
  - Indicate Choice 1 or Choice 2
5. Evidence (maximum of three pieces of evidence for entire renewal portfolio)
  - Form U annotated evidence paragraph must be typed onto form, using single or one-and-a half spaced lines (1 ½), Times New Roman 12 pt font, and one-half inch (1/2 inch) minimum margin on all sides.

### **Portfolios that do not comply with the submission requirements will not be reviewed.**

Keep in mind that several different readers will review the narratives and evidence; they should be clearly labeled and easy to reorganize if they get out of order.

For more information see the Ohio Department of Education Website, Master Teacher Renewal Forms R, S, T, U, V, W, and X.