

## ACKNOWLEDGEMENT OF PERSONNEL FILE REVIEW

**Candidate must sign, date and submit to Nominator.** Nominator must email complete packet to DTACNominations@gmail.com by March 7, 2024, 5:00PM.

I understand that to confirm my eligibility to be nominated to receive a Distinguished Teachers Award, the nomination will be reviewed by the Greenwich Public Schools' Human Resources Department and the eligibility requirements outlined in the instructions will be confirmed prior to officially accepting the nomination. In addition, Human Resources will conduct a review of my personnel file to ascertain that I am an employee in good standing. I understand that information describing the criteria of an employee in good standing is available by contacting the GPS Human Resources Department.

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Candidate's Name

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Candidate's Signature

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Date

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Nominator's Name

