



DOSSIER NEWSLETTER

DECEMBER 2021



MEET YOUR COACHES

**CLEO MOW, Dossier Professional Development
Coordinator/Educational Consultant/ Dossier Coach**

Hometown- Aragon, NM- but Nogal is my forever home, UNM -Elementary Education, Grand Canyon University Masters in Designing Curriculum Instruction and Administration.

I have had the pleasure of working with REC9 and the Dossier Initiative since August of 2019. I have 16+ years of experience in the classroom as an instructional coach and a reading specialist. I have worked with all grades but have enjoyed first grade the most. I have a passion for small schools since I am a product of one; however, I love working with students and teachers alike. In addition, I enjoy reading, my horses, hunting, camping, and fishing along with spending time with my husband who owns a small business, our son in the Army, and the many nieces and nephews that fill my heart.

As a dossier coach, I take pleasure in getting to know teachers from around the state, working with them as they go through the dossier process, and preparing them for advancement in licensure. It is always exciting to see the diversity in the various classrooms and the extra effort educators put into the process to demonstrate their expertise.



TIPS FOR SUCCESSFUL SUBMISSION

- Ensure your license number is on the cover of each strand.
- Signify the level you are advancing to on the cover of each strand.
- Before submitting, proofread your dossier to catch any grammatical errors or incomplete sentences.
- Ensure resources and references are labeled accurately and attached correctly to ensure reviewers can open them (i.e., google docs unrestricted) and cite correctly in your writing.
- All identifiable information is removed, i.e., school name, teacher name, student names. Pictures and videos with students are allowed.
- **When submitting in the portal, upload all documents, evidence, and resources before exiting the portal. You will not be allowed to go back in and add additional information once submitted.**
- Make sure that you have followed the guidelines per the PED -[DOSSIER GUIDELINES](#).

ADMINISTRATORS AND DOSSIER

Did you know your dossier is more than Strands A, B & C? An administrator has to approve strands D and E before the hard work and effort put into strands A, B and C can be reviewed. If you are an administrator please be aware of your crucial role in the submission process. If you are an educator please be sure to inform your administrator that you have submitted and request that they login to the portal and review your submission. If there are questions regarding administrator roles consider attending one of our Admin Trainings found below or reach out utilizing our [Dossier Support Ticket](#).

MORE INFO & SUPPORT

Please visit our [Educator Quality Page](#) for more information regarding the Dossier Process. Here you can find templates for strands, guidelines and coaching information. You will also see a "Dossier Support Ticket" link that can be utilized for any questions.

UPCOMING COACHING SESSIONS

TRAININGS FOR TEACHERS:

12/09/2021 - 4:30 - Brian Clark - Q&A Dossier Overview / Strand C

12/14/2021 - 11:30 - Martha Sanchez - Q&A Dossier Overview

12/16/2021 - 4:30 - Brian Clark - Q&A Dossier Overview / Strand B

12/17/2021 - 3:30 - Pam Hunnicutt - Q&A Dossier / Next Steps

12/20/2021 - 4:30 - Cleo Mow - FAQ Dossier Coaching Session

12/22/2021 - 4:30 - Brian Clark - Q&A Dossier Overview / Strand A

TRAININGS FOR ADMINISTRATORS

12/22/2021 - 3:00 - Cleo Mow - Admin Dossier Overview

[CLICK HERE FOR REGISTRATION INFORMATION](#)

SUBMISSION TIMELINE



- ALL submissions including resubmissions will be accepted from July 15 to May 15.
- May 16 - June 1 ONLY resubmissions will be accepted.