

Stonington Public Schools Professional Development Requests

- Complete the Professional Development Request form found on Staff Resources page under [Professional Growth and Development](#) on the Stonington Public Schools website. The form requires you to demonstrate a clear link between your request and the School Improvement Plan.
- Attach supporting documentation including the session description location, etc. to the form and review it with your principal.
- Submit your request 4 weeks before the date of the conference to ensure time for the approval process and to secure any necessary funding. If this is not possible, please call Central Office for assistance in expediting the paperwork **after** you have your principal's approval/signature.
- Your principal will sign the request, if approved, and submit it to the appropriate Central Office administrator either by interoffice mail or via email after it is scanned.
- The request will be reviewed, and the approval or non-approval notice will be emailed to you from the Central Office support staff.
- Do not assume your request has been approved if you have not received written notice of approval.
- Remember funds are limited and priority will be given to professional learning tightly aligned to district and school instructional focus areas.