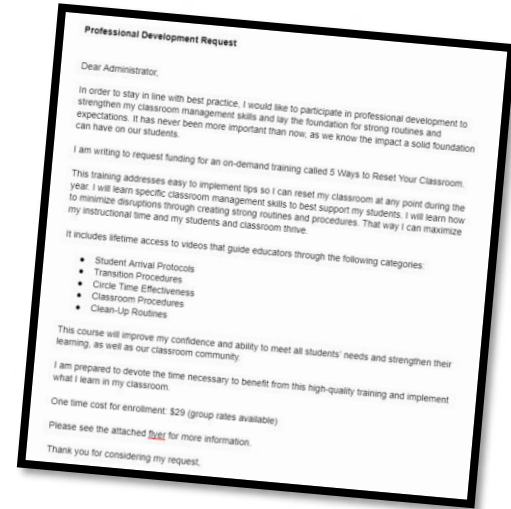




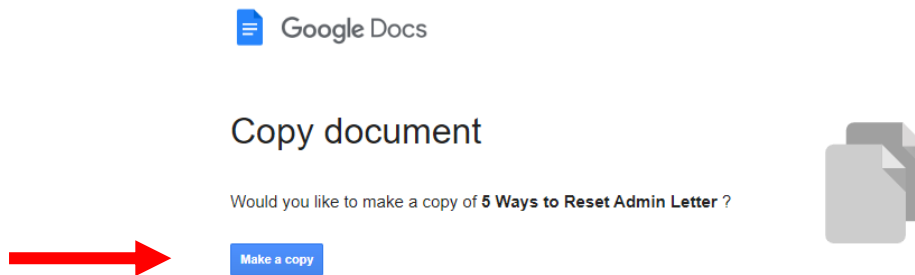
Admin Letter and Flyer



Step 1 - Click the link below to make a copy of the editable admin letter.

→ [5 Ways to Reset Your Classroom](#)

Step 2 - Select “make a copy” and edit to fit your needs!



Alternatively, you can use the letter here on page 2 as is.

Step 3 - Print or email the attached flyer to give your admin additional, at-a-glance information



Print the flyer here on page 3, or [CLICK HERE](#) for a flyer to send via email.

Professional Development Request

Dear Administrator,

In order to stay in line with best practice, I would like to participate in professional development to strengthen my classroom management skills and lay the foundation for strong routines and expectations. It has never been more important than now, as we know the impact a solid foundation can have on our students.

I am writing to request funding for an on-demand training called 5 Ways to Reset Your Classroom.

This training addresses easy to implement tips so I can reset my classroom at any point during the year. I will learn specific classroom management skills to best support my students. I will learn how to minimize disruptions through creating strong routines and procedures. That way I can maximize my instructional time and my students and classroom thrive.

It includes lifetime access to videos that guide educators through the following categories:

- Student Arrival Protocols
- Transition Procedures
- Circle Time Effectiveness
- Classroom Procedures
- Clean-Up Routines

This course will improve my confidence and ability to meet all students' needs and strengthen their learning, as well as our classroom community.

I am prepared to devote the time necessary to benefit from this high-quality training and implement what I learn in my classroom.

One time cost for enrollment: \$29 (group rates available)

Please see the attached flyer for more information.

Thank you for considering my request,

5 Ways to Reset Your Classroom

Transition from classroom management challenges to a streamlined, efficient environment with these professional development sessions.



This training will focus on refining and optimizing:

- Student arrival protocols
- Transition Procedures
- Circle Time Effectiveness
- Classroom procedures
- Clean up routines



Designed for efficiency, educators can allocate just 10 minutes daily to each module. This allows for a focused approach, addressing one key area per day over a five-day period.