

The NYC Department of Education Teacher Professional Development and Student Opportunities Webpages

To make it easier for schools to learn about teacher professional development and student opportunities, the NYC Department of Education (NYCDOE) created the [Teacher Professional Development and Student Opportunities webpages](#) on the NYCDOE website. The pages are organized by school level—[elementary schools](#), [middle schools](#), [high schools](#), and [all schools](#)— and the information included is geared towards teachers and students. These pages are available to the public and new opportunities are posted every Tuesday by close of business. Additionally, newly submitted opportunities will also appear as a link within the Professional Development and Student Opportunities section of *Principals' Weekly*.

Submission Process

Announcements must be submitted by 12pm on the Friday prior to the upcoming Tuesday in which the announcement will be published. To submit an announcement, please e-mail PrincipalsNewsletter@schools.nyc.gov and copy your NYCDOE contact. Announcements must be submitted, at minimum, four weeks prior to the deadline (if applicable) or event date. Announcements will be posted on the webpage no more than four weeks prior to the deadline or event. Announcements that are ongoing, or have no specific deadline or event date, will be posted the Tuesday after submission and will remain on the webpage for four (4) consecutive weeks, after which they will be removed. Ongoing announcements will be posted once per semester and no more than twice per year. Announcements must include the full details in the format below and may include one PDF document that can be hyperlinked to a word or phrase. Should the announcement be missing any information required for submission or not formatted as specified below, the posting process will be delayed. If the announcement is approved by NYCDOE, it will be posted on the site.

Duration of Announcement on the Webpages and *Principals' Weekly* Republishing Policy

Once approved and posted, the announcement will remain posted in accordance with the following three guidelines:

1. If an announcement has a deadline or event date, it will remain posted until the first date (usually the deadline date) expires.
2. If it does not have an expiration date, the announcement will remain posted for four consecutive weeks.
3. Announcements will only be republished in *Principals' Weekly* if notable details associated with the announcement have changed since it was posted initially (e.g. dates, deadlines, contact information, etc.). Notifications of these significant changes must be sent to PrincipalsNewsletter@schools.nyc.gov by 5pm on the Friday prior to the upcoming deadline.

Submission Format

Please visit the [Teacher Professional Development and Student Opportunities webpages](#) to see the exact format used for announcements. To communicate the full details of your upcoming opportunity to schools, please e-mail your announcement in the following format:

School Type (*All, Elementary, Middle, and/or High*): **Title** (*insert the title of your opportunity*)

Deadline: (*insert date, e.g. April 27, 2015*)

Event: (*insert date(s), e.g. April 30, 2015—if you do not have an event date, please write: Ongoing*)

Contact: (*insert name and phone number and/or e-mail of the main point of contact, e.g. Jane Doe at jdoe@schools.nyc.gov*)

Announcement Summary: (*provide a brief paragraph of approximately 75 to 150 words*)

EXAMPLE:

All Schools: Attend the Free Educator Open House at the Greatest Museum of Art

Registration Deadline: April 27, 2015

Event: April 30, 2015

Contact: Jane Doe at jdoe@greatestmuseum.org/212-555-5555; ext. 1

Come to the Greatest Museum of Art and learn about our upcoming exhibition, Greatest Art in the History of NYC. Hear a curator talk, do an art activity related to the theme, enjoy a snack inspired by the exhibition, and take a tour of the galleries. Learn how this exhibition can connect to your English, science, health, history, social studies and art classes. The event will be held on Friday, April 30 from 4:00-6:00pm at 555 W 55th Street. For further information and to register, please click here [<http://www.greatestmuseum.org/openhouse>].

Submitting Formatted, Concise Announcements

For your announcement to be considered, please follow these guidelines:

- All announcements must be brief and concise; approximately 75 to 150 words.
- Include the name and contact information of the primary contact person who can answer readers' questions.
- Provide basic facts, a website address, and/or a PDF document where readers can find more information. Please write out all URL or website addresses that you wish to have hyperlinked.
- The last sentence of the announcement should provide the logistical details, including the location address, time of event, registration/RSVP instructions, and costs/fees (if any). Most of the opportunities posted are free, but opportunities that require payment are considered. If your opportunity requires payment, please include the monetary costs in the last sentence of your announcement.
- Always follow the announcement format above.

Questions

For questions, please email PrincipalsNewsletter@schools.nyc.gov.