

**Teacher's Choice Program:
Key Dates - 2018-2019 School Year**

August 1, 2018 – January 13, 2019	Participants: Make purchases using Teacher's Choice funds.
October 12, 2018	Participants: Deadline for high school assistant principals who teach at least one class and full-time regular substitute teachers or ROTC instructors (with 5BA, 5BP or TBR status in their EIS profile) to submit the appropriate certification form to the Teacher's Choice Unit (either the High School Assistant Principal Certification Form or the Full-Time Substitute Teacher/ROTC Instructor Certification Form, as applicable).
October 19, 2018	Participants: Deadline to submit the Teacher's Choice Request for Non-Participation Form to the Teacher's Choice Unit in order to opt out of the program.
November 30, 2018	Participants: Initial distribution of Teacher's Choice funds to eligible employees via their regular paycheck. Funds will be treated as a post-net adjustment and hence are non-taxable. School-based Occupational/Physical Therapist and Nurses will receive Teacher's Choice funds in their November 30, 2018 Payroll.
December 3, 2018 – Jan. 18, 2019	Participants: Need to complete the Teacher's Choice Accountability Form and submit it, along with all original receipts, to the principal or designee for review. ATRs will submit their documentation to the school they are assigned to for the week of January 14, 2019.
December 6, 2018	Supervisors: Deadline to notify the Teacher's Choice Unit of any eligible participants who did not receive funds during the initial distribution.
December 28, 2018	Participants: Second distribution of Teacher's Choice funds to eligible employees who were identified and reported to the Teacher's Choice Unit as not receiving funds during the initial distribution.
January 13, 2019	Participants: Deadline to make purchases. Purchases made after this date will not be eligible. After purchases are completed be sure to submit original receipts and Accountability Form to your Principal or designee no later than January 18, 2019.
February 8, 2019	Supervisors: Deadline to submit Outstanding Accountability Report (if applicable) to the Teacher's Choice Unit.
March 2019	Participants: Participants who were reported as noncompliant by their principals/supervisors are notified via letters of possible salary deductions.
April 30, 2019	Supervisors: Deadline to report any outstanding issues for Teacher's Choice School Year 2018-2019
June 28, 2019	Participants: Participants who were reported as noncompliant by their principals/supervisors will receive a salary deduction in the amount of their Teacher's choice allocation in their June 28 th paycheck.