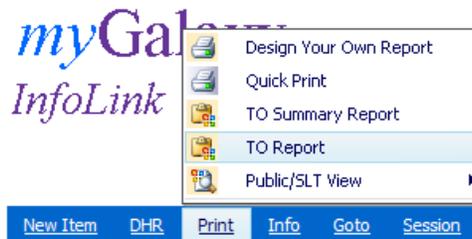


## Verifying Eligibility for Teacher's Choice Funding

Certain school-based employees are [eligible](#) to receive Teacher's Choice funding to purchase supplemental instructional materials for their classrooms. The TO Report, generated within the myGalaxy system, can help you identify these employees. To access the TO Report, complete the following steps:

- (1) Access the [myGalaxy](#) system
- (2) Log in to myGalaxy by typing your user ID and password into the appropriate fields. Click the Logon button. The myGalaxy table of organization and menu bar will appear.
- (3) On the menu bar, place your cursor over the Print link and then click TO Report as illustrated below:



- (4) Upon clicking TO Report, myGalaxy will export your school roster into an Excel document. Data will include the names of all school-based staff on payroll as well as their respective effective dates. Should you need additional guidance on producing the TO Report or understanding its elements, please contact your FSC representative.
- (5) Review the TO Report to determine eligibility of each employee at your school. To be eligible for Teacher's Choice funding, an employee must be in an eligible title with an effective date that occurs on or before November 1st. An employee's effective date can be found in the *Assign Eff. Date column* of the TO Report. All eligible employees will automatically receive Teacher's Choice funding unless they formally opt out of the program.