

Teacher's Choice Program: Quick Guide to Principal's/Supervisor's Responsibilities

The following is a quick guide, or summary, of your requirements as the principal or supervisor of an employee who is participating in the annual Teacher's Choice Program. For more details, please review the [Teacher's Choice Guidelines](#).

All participants who receive Teacher's Choice funding must adhere to certain program requirements. Likewise, principals/employee supervisors have their own set of responsibilities as described below:

Prior to Distribution of Teacher's Choice Funds

- To obtain a roster of all staff members who are eligible to receive Teacher's Choice funding, generate a myGalaxy 'TO Report' in the myGalaxy system. If you are unfamiliar with this report, please refer to our [instructions for obtaining a school roster](#).
- [Eligible educators](#) have the right to opt out of the Teacher's Choice Program. Should they decide not to participate, they must complete a Teacher's Choice [Request for Non-Participation \(Opt-Out Form\)](#) and obtain your signature. The participant will submit the completed form to the Teacher's Choice Unit.
- **High school assistant principals who teach at least one class, and permanent substitute teachers and ROTC staff with 5BA, 5BP or TBR status:** In order for these employees to receive Teacher's Choice funding, you must certify their eligibility by completing and submitting a certification form – either the [High School Assistant Principal Certification Form](#) or the [Substitute Teacher/ROTC Certification Form](#) – as applicable, to the Teacher's Choice Unit.

Upon Distribution of Teacher's Choice Funds

- In the event that an employee inadvertently received funding for which s/he was not entitled, please alert the Teacher's Choice Unit via e-mail, providing the employee's name and file number, by the [deadline: teacherschoice@schools.nyc.gov](mailto:teacherschoice@schools.nyc.gov)
- If an employee did not receive funding to which s/he was entitled, please alert the Teacher's Choice Unit via e-mail, providing the employee's name and file number: teacherschoice@schools.nyc.gov. This must be done as soon as possible but no later than the [deadline](#).

Prior to the Purchasing Deadline

- Once all purchases have been made yet prior to the program [deadline](#), the program participant must complete the [Teacher's Choice Accountability Form](#) and submit it to you, or your designee, along with all original receipts and/or invoices. We strongly recommend that the program participant submits this documentation soon after the initial fall distribution rather than wait until the deadline. Note that ATR participants cannot submit their form in advance of the deadline; ATR participants assigned to your school must wait until the week containing the deadline to submit their completed form.

Once received, please review the roster again to verify that the participant is eligible and that the receipts/invoices attached to the Accountability Form are, when summed, greater

than or equal to the total amount of funding received by the participant. If all is in order, please maintain this documentation at the school for the requisite six-year record retention period. This documentation is subject to random audit.

- In some instances a participant may not spend all of his/her Teacher's Choice funding. If the remaining balance is \$4.99 or less, the participant should write a check to the school and the funds can be deposited into the school activity fund. If the remaining balance is \$5.00 or more or your school does not have an established bank account devoted to student activities, the participant must provide you with a personal check or money order, made payable to the *New York City Department of Education*, in the amount of the remaining balance. Once all checks and/or money orders valued at \$5.00 or more are collected from program participants as necessary, forward them to the Teacher's Choice Unit:

Teacher's Choice Unit
New York City Department of Education
65 Court Street, Rm 1402
Brooklyn, NY 11201

- Should a participant fail to fulfill all or part of the [Teacher's Choice Participant's Responsibilities](#), principals/supervisors must complete an [Outstanding Accountability Report](#) to document which participants were non-compliant and how (note that it is only necessary to complete one form for all instances). Please be sure to notify all non-compliant participants in advance of submitting this form. Once complete and prior to the [deadline](#), submit the form to the Teacher's Choice Unit via fax or e-mail:
 - Fax: (718) 935-2171
 - E-mail: teacherschoice@schools.nyc.gov

Participants who fail to comply will receive a salary deduction in their **June 30th** paycheck in the total amount of their funding, or the portion in question.

Questions

Should you have questions about the Teacher's Choice Program or your obligations as the supervisor of a program participant, please contact the Teacher's Choice Unit:

- Telephone: (718) 935-4000
- E-mail: teacherschoice@schools.nyc.gov