

**Teacher's Choice Program:
Key Dates - 2015-2016 School Year**

August 1, 2015 – January 8, 2016	Participants: Make purchases using Teacher's Choice funds.
October 16, 2015	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 23, 2015	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, 2015	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.
December 4, 2015	Supervisors: Deadline to notify the Teacher's Choice Unit of any eligible participants who did not receive funds during the initial distribution.
December 31, 2015	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 8, 2016	Participants: Deadline to make purchases. Purchases made after this date will not be eligible.
December 1, 2015 - Jan. 15, 2016	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 11, 2016
February 1, 2016	Supervisors: Deadline to submit Outstanding Accountability Report (if applicable) to the Teacher's Choice Unit.
April 2016	Participants: Participants who were reported as noncompliant by their principals/supervisors are notified via letters of possible salary deductions.
June 30, 2016	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 30 th paycheck.