

**Teacher's Choice Program:  
Key Dates - 2016-2017 School Year**

August 1, 2016 – January 15, 2017	<b>Participants:</b> Make purchases using Teacher's Choice funds.
October 14, 2016	<b>Participants:</b> 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 21, 2016	<b>Participants:</b> 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, 2016	<b>Participants:</b> 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 5, 2016	<b>Supervisors:</b> Deadline to notify the Teacher's Choice Unit of any eligible participants who did not receive funds during the initial distribution.
December 30, 2016	<b>Participants:</b> 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 15, 2017	<b>Participants:</b> Deadline to make purchases. Purchases made after this date will not be eligible.
December 1, 2016 - Jan. 20, 2017	<b>Participants:</b> Need to complete the Teacher's Choice Accountability Form and submit it, along with all original receipts, to the principal or designee for review. <b>ATRs</b> will submit their documentation to the school they are assigned to for the week of January 17, 2017
February 8, 2017	<b>Supervisors:</b> Deadline to submit Outstanding Accountability Report (if applicable) to the Teacher's Choice Unit.
March 2017	<b>Participants:</b> Participants who were reported as noncompliant by their principals/supervisors are notified via letters of possible salary deductions.
June 30, 2017	<b>Participants:</b> 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 <sup>th</sup> paycheck.