

**Teacher's Choice Program:**  
**Quick Guide for Participants in the Absent Teacher Reserve (ATR)**

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

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ATR staff in [eligible titles](#) will receive funding for Teacher's Choice. All participants must adhere to the following program requirements:

- Determine whether or not you would like to participate in the program. If you do not wish to participate, complete a Teacher's Choice [Request for Non-Participation \(Opt Out Form\)](#) and either fax or email it to the Teacher's Choice Unit by the [deadline](#). Please be sure to keep a copy to submit to the school you are assigned to when the [Teacher's Choice Accountability Form](#) and receipts are [due](#).
- Purchase instructional materials at any point during the [purchasing period](#). You must save your original receipts and invoices to submit later on in the program.
- If you did not receive a Teacher's Choice allocation in your paycheck by the initial fall distribution, notify the principal or his/her designee at the school in which you are assigned no later than the [deadline](#). Your principal will notify the Teacher's Choice Unit to confirm your eligibility so that you can be included in a subsequent distribution.
- Complete an [Accountability Form](#) and submit it, along with all original receipts, to the principal or his/her designee at the school to which you are assigned the week of the [deadline](#). (Please do not submit your documentation earlier than the deadline.) If you have opted not to participate, please be sure to show your principal a copy of your [Request for Non-Participation \(Opt Out Form\)](#). Participants are strongly advised to keep a copy of all their Teacher's Choice documents for their personal files.
- If you received Teacher's Choice funding yet did not spend part or all of it, please submit a check or money order in the amount of the unused funds – made payable to *NYC Department of Education* – along with your [Accountability Form](#) and any receipts.
- If you are not assigned to a school the week the Accountability Form is due, please contact the Teacher's Choice Unit via email ([teacherschoice@schools.nyc.gov](mailto:teacherschoice@schools.nyc.gov)) to receive specific instructions on where to submit this form, your receipts, and reimbursement of unaccounted for funds (if applicable).
- Failure to comply with these requirements as outlined will result in an automatic salary deduction in your June 30<sup>th</sup> paycheck; all unaccounted for funds must be repaid to the NYC Department of Education.

### Questions

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

- Telephone: (718) 935-4000
- E-mail: [teacherschoice@schools.nyc.gov](mailto:teacherschoice@schools.nyc.gov)
- Fax: (718) 935-2171