**Timeline For Value-Added Process April to June 2022:**

(by Oct 8, 2022: Each school created a Value Added School Level Committee)

1. Each teacher will use their log to complete the “Value Added Credit Application Form”

2. In order to apply for Value Added funds, each teacher must submit the following documents to the School Level Value Added Committee by May 9, 2022.

* The Value Added Credit Application Form.
* The Value Added Activity Log.
* A copy of the teacher’s timetable (teaching time, remediation, supervision, assigned presence and personal presence).
* Note: Activities occurring after May 9 may be included in their submission
* The School Level Value Added Committee will go through every submission to ensure that it has been properly completed.
* The Principal gives final approval each application with a signature.

•By **May 9, 2022**: All teachers submit their Value Added Credit Application Forms and other required documents to the School Level Committee

•By **May 20, 2022**: Principals submit all forms to the Board Level Committee.  The WQTA will then collect and verify the forms.

•By **May 30, 2022**: The WQTA will provide the Board with a summary of the forms for processing of payments.

•By **June 2022**: Payments will be made to teachers.