**Timeline For Value-Added Process**

By Oct 21, 2022

* Each school creates a Value Added School Level Committee

October 2022 to May 2023

* Each teacher use their Activity Log to complete the “Value Added Credit Application Form.”

May 8, 2023

* In order to apply for Value Added funds, each teacher must submit documents to the School Level Value Added Committee including a. the Value Added Credit Application Form, b. the Value Added Activity Log, and c. a copy of the teacher’s timetable (teaching time, remediation, supervision, assigned presence and personal presence).

Note: Activities occurring after May 8 may be included in their submission

May 9, 2023 – May 2203

* The School Level Value Added Committee review each submission to ensure that they have been properly completed.
* The Principal gives final approval of each application with a signature.

May 20, 2023

* Principals submit all forms to the Board Level Committee.  The WQSB collects and verify the forms.

May 30, 2023

* The WQSB principals provide the Board with a summary of the forms for processing of payments.

 June 2023

* Value Added Payments are made to teachers.