

Timeline for Value Added Process 2023-2024 WQSB/WQTA

By **October 1, 2023** the Value-Added WQSB/WQTA Committee will be established with 2 meeting dates set for 2023-2024.

By **Oct 11, 2023**: Each school created a Value Added School Level Committee.

In order to apply for Value Added funds, each teacher must submit the following documents to the School Level Value Added Committee by **May 10, 2024**.

- 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 10, 2024 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 10, 2024**: All teachers submit their Value Added Credit Application Forms and other required documents to the School Level Committee

By **May 24, 2024**: The Value Added Committee will submit all forms to the School Administrator.

By **May 31, 2024** : Administrators will forward a completed School Board Report for their school/centre to The WQSB for processing of payments. For buildings with two schools, please complete an 866XXX form for EACH SCHOOL. Send all forms to Sylvie Monette, smonette@wqsb.qc.ca

By **June 7, 2024** the Board Level Committee to collect and verify the forms to smonette@wqsb.qc.ca

By **June 25, 2024** Payments will be made to teachers.

