

## **DOCUMENTS REQUIRED FOR SALARY AND PROOF OF QUALIFICATIONS**

If you do not have a QECO statement on file with the Board, you will need to apply for one before the end of your LTO.

You must complete the **TDSB Online Letter of Intent – Change in Salary Group** indicating that you have applied for your statement and will forward the necessary documentation as soon as possible.

This online application can be found on the Board's website (tdsbWeb) under **People and Culture - Forms - Occasional Teaching**. Your LTO Salary placement will be at Category A1 Step 0 until you send a copy of your QECO evaluation statement and documentation of any previous teaching experience to your Records Assistant contact at the TDSB Occasional Teaching office.

If you are an Occasional Teacher with a last name beginning with A-L or are at a school in Learning Centre 1 or 2: [Therisha.Santos@tdsb.on.ca](mailto:Therisha.Santos@tdsb.on.ca)

If you are an Occasional Teacher with a last name beginning with M-Z or are at a school in Learning Centre 3 or 4: [Terri.Delaney@tdsb.on.ca](mailto:Terri.Delaney@tdsb.on.ca)

Only once that information has been received and processed by the Records Assistant, will the necessary salary adjustments be made.