



Incomplete Educator Registration Profiles
Formal Review Request Process for RecognizeB5 Eligibility 2024-2025

As outlined in the [2024-2025 VQB5 Guidelines](#) approved by the Board of Education, all publicly-funded sites must complete annual registration in LinkB5, which includes the following:

- Complete registration process between August 15-October 1 in LinkB5, the VQB5 data portal. This includes completing site profiles, site administrator profiles, educator profiles, and classroom profiles. (Section 3.1)
- Primary Site Administrators must:
 - Ensure all site, educator, and classroom profile information is accurate and reflects actual operations and enrollment as of October 1,
 - Ensure appropriate staff are added, verified, or removed in LinkB5 during the registration window by completing the 4-step Registration flow, which automatically invites teachers to complete their educator profile in LinkB5, and
 - Ensure current lead and assistant teachers complete their LinkB5 educator profile during the registration window by the October 1 deadline (Section 3.2.1a).

These actions are required to be completed by October 1 for teachers to be considered eligible for RecognizeB5 for the 2024-2025 program year.

However, in rare cases of extreme hardship, technical error, or omission, the VDOE will consider individual requests for exceptions to the educator profile registration deadline for the purposes of RecognizeB5. In these cases, the Primary Site Administrator must submit a formal request for an exception to VDOE by **December 1, 2024**, that indicates that a teacher was unable to meet the October 1 deadline due to no fault of their own.

- **Requests must be submitted to VDOE no later than December 1, 2024.**

VDOE will notify the Primary Site Administrator and Ready Region with the outcome of the review of the exception request within approximately 2 weeks of submission. Reviews may take longer if it is determined that additional clarifications or documentation are required. Requests or documentation received after December 1, 2024, will not be considered.

Instructions for Submitting a Formal Request: Access, complete, and submit the [Incomplete Educator Profile Formal Review Request Form](#).

Approval of a request DOES NOT guarantee participation in RecognizeB5. If the request is approved, teachers will need to complete their educator profile in LinkB5 by a timebound deadline, meet all RecognizeB5 eligibility criteria, and then actively "OPT-IN" to receive the financial incentive, if eligible.

Questions should be sent to vqb5@doe.virginia.gov