

**LETTER OF AGREEMENT BETWEEN THE TUKWILA  
SCHOOL DISTRICT AND THE TUKWILA EDUCATION  
ASSOCIATION REGARDING TRANSITION FROM  
SKYWARD TO QMLATIV**

The District and Association recognize that there is a need to make adjustments during the 'dark period' when the district transitions between Skyward and QMLATIV. The three areas to consider for impacts include:

- 1) secondary 3rd quarter grading period
- 2) payroll
- 3) entering absences.

**1) Secondary 3rd Quarter Grading Period**

- 1. The end date for Term 3 would be listed as 03/16/25 (two weeks earlier than the actual system date, which cannot be changed and remains 03/31/25).
- 2. The grading input and posting deadline would be 03/26/25 (set a couple of weeks earlier than the actual date of 04/14/25).

<b>Grade Period</b>	<b>Adjustments</b>	<b>Start (Skyward open to post grades)</b>	<b>Stop (Skyward closes: time to enter grades is ended)</b>
<b>3</b>	<b>Original</b>	3/30/2026 6:00 AM	4/14/2026 8:00am
	<b>Adjusted Plan</b>	3/16/2026 6:00 AM	3/26/2026 8:00 AM

**2) Impacts to payroll**

Payroll will be processed as normal in March and April, and paid on time at the end of each month. There are no changes to the deadlines noted in the current payroll schedule. There will be no impact on employee pay in March and April during this transition from Skyward to QMLATIV.

### 3) Entering Absences

During the off-line period of March 23-April 6, TEA-CERTs will submit their absences in ReadySub only. Certificated staff and ESAs who do not normally use ReadySub for their position have access to Ready Sub and will use it to submit their absences during this period.

During the same off-line period, TEA-ESPs will submit their absences using the designated [Google Form Link](#)

All CERT and ESP absences submitted during this period will be entered by HR/Payroll retroactively into QMLATIV once the portal opens in April.

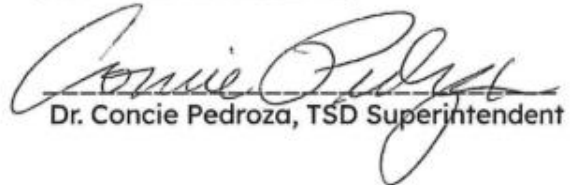
After QMLATIV goes live, all CERTs and ESPs will be responsible for entering their own absences directly into QMLATIV.

This Agreement was made this 18th day of February, 2026

**Tukwila Education Association**

  
Debbie Aldous, TEA President

**Tukwila School District**

  
Dr. Concie Pedroza, TSD Superintendent