

**New York State Nonpublic School Reimbursement Request Form
for Mathematics, Science, and Technology Teachers in
Religious and Independent Schools 2021-2022**

Part I: Nonpublic School Information

School Name:												
School Address:												
School BEDS Code:												
OSC Vendor ID:												
Institution ID:	8000000											

Part II: Teacher Information

Teacher	
Teacher's Full Name:	
Maiden Name or Former Names Used:	
The teacher's schedule(s) for the 2021-2022 school year included: (select all that apply)	<input type="checkbox"/> In-Person <input type="checkbox"/> Remote <input type="checkbox"/> Hybrid

*If name on application differs from diploma, certification or any of the requested documents, please submit change of name documentation (marriage license or notarized statement signed by the teacher applicant).

Teacher Name:

Provide the schedules that were used consistently throughout the year and if submitting multiple schedules, please label remote, in person or hybrid instruction.

Teacher's Schedule			
Subject(s) taught	Grade levels taught in each subject area	List specific course(s) taught in subject area	How many instructional* periods or hours per week does the teacher instruct in each subject taught?
<input type="checkbox"/> Mathematics			# of periods: OR # of hours:
<input type="checkbox"/> Science			# of periods: OR # of hours:
<input type="checkbox"/> Technology			# of periods: OR # of hours:

*Note: For this purpose, instructional time is defined as time that a teacher is teaching a curriculum to students. Supervisory duties (e.g., study hall monitoring) and scheduled planning periods are not considered instructional time. **A teacher who provides non-secular instruction in any capacity is not eligible for reimbursement.**

SELECT ONE OF THE FOLLOWING THREE ELIGIBILITY CHOICES FOR THIS TEACHER AND SUBMIT THE REQUIRED DOCUMENTARY EVIDENCE. (Please refer to the Program Guidance Document for additional details regarding documentary evidence.)

1. Certified to teach in NYS pursuant to Section 3004 of Education Law

- Copy of the school's 2021-2022 master schedule, include all that apply and clearly label in-person, remote or hybrid instruction
- Religious and independent school course descriptions for courses listed above, with evidence that curricula are guided by the New York State learning standards
- Copy of teacher's valid and current NYS Teacher Certificate(s)
- Copy of the teacher's schedule for the 2021-2022 school year, include all that apply and clearly label in-person, remote or hybrid instruction
- Signed employment agreement including yearly salary or other evidence of employment by the religious or independent school, signed by both teacher and school administrator

2. Holds a Master's degree or Ph.D. in Mathematics, Science, Technology, or Education

- Copy of the school's 2021-2022 master schedule, include all that apply and clearly label in-person, remote or hybrid instruction
- Religious and independent school course descriptions for courses listed above, with evidence that curricula are guided by the New York State learning standards
- Official documentation from a college or university stating a Master's degree or Ph.D. has been earned in an eligible program
- Copy of the teacher's schedule for the 2021-2022 school year, include all that apply and clearly label in-person, remote or hybrid instruction
- Signed employment agreement including yearly salary or other evidence of employment by the religious or independent school, signed by both teacher and school administrator

Teacher Name:

- 3. **Holds a Bachelor's degree in Mathematics, Science, Technology, or Education and is currently enrolled in a Master's or Ph.D. program in Mathematics, Science, Technology, or Education** (within 5 years from the later of April 10, 2017 or the employment start date with the school)
 - Copy of the school's 2021-2022 master schedule, include all that apply and clearly label in-person, remote or hybrid instructions
 - Religious and independent school course descriptions for courses listed above, with evidence that curricula are guided by the New York State learning standards
 - Official documentation from a college or university stating a Bachelor's degree has been earned in an eligible program
 - Official documentation from a college or university stating the teacher is currently enrolled (in the 2021-2022 school year) in an eligible Master's or Ph.D. program
 - Copy of the teacher's schedule for the 2021-2022 school year, include all that apply and clearly label in-person, remote or hybrid instruction
 - Signed employment agreement including yearly salary or other evidence of employment by the religious or independent school, signed by both teacher and school administrator

Teacher Name: **Certification**

I hereby certify that said teacher provides instruction in Mathematics, Science, or Technology in any grades from three through 12, using curricula that are guided by the New York State learning standards, and is employed by the nonpublic school. I certify that the evidence reported is in accordance with all applicable statutes, regulations and guidelines; that the school at which the services were performed is not a for-profit entity; and that the claim is just and correct. Teaching services provided are secular, neutral and non-ideological. The teacher who is the subject of this application does not provide non-secular instruction in any capacity.

Original Signature of Chief Administrator_____
Chief Administrator Name
(PLEASE PRINT)_____
Date_____
Original Signature of Teacher_____
Teacher Name
(PLEASE PRINT)_____
Date**Contact Information**_____
Person Completing Form
(PLEASE PRINT)_____
Title of Person Completing Form_____
Telephone Number_____
Email Address_____
Fax Number

Please submit **all** required documentation and reimbursement request form (pages 1-4) to:

New York State Education Department
State Office of Religious and Independent Schools, Room 1074 EBA
89 Washington Avenue
Albany, New York 12234

We must **RECEIVE** the application in our office by **Monday, August 1, 2022**.

Incomplete or incorrect applications will be deemed ineligible and will not be reviewed.