

**New York State Grant for Mathematics, Science, and Technology  
Teachers in Religious and Independent Schools (MST)  
Program Guidance and Reimbursement Form Instructions  
2022-2023 School Year (Year 6)**

Education in mathematics, science, and technology is a focus in schools nationwide. Such education provides students with opportunities for hands-on instruction and real-world problem solving, and it can lead to preparedness for careers in competitive fields. Funds to reimburse eligible religious and independent schools for mathematics, science, and technology teachers were first appropriated in the 2017-2018 enacted State budget, and the program is governed by:

[Section 3037 of Education Law](#)

Religious and independent schools that employ eligible teachers of mathematics, science, or technology may seek reimbursement.

**Funding Eligibility:** An eligible teacher is:

- a) categorized as one of the following:
  - i. certified to teach in New York State pursuant to [Section 3004 of Education Law](#); or
  - ii. holds a master's degree or Ph.D. in mathematics, science, technology, or education; or
  - iii. 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 five (5) years from the later of April 10, 2017 or the employment start date with the religious or independent school;
- b) teaches<sup>1</sup> mathematics, science, or technology<sup>2</sup> in any grades from three (3) through twelve (12) using curricula that support the New York State learning standards; and
- c) is employed by a religious or independent school.

However, reimbursements may not be provided for eligible religious and independent school teachers who provide instruction in mathematics, science, or technology if such teachers also provide non-secular instruction in any capacity.

**Deadline for Request Forms for the 2022-2023 School Year:** Received by **Tuesday, August 1, 2023**

Religious or independent schools seeking reimbursement for teacher salaries as described above must submit the Reimbursement Request Form for Mathematics, Science, and Technology Teachers in Religious and Independent Schools along with documentary evidence, as described on page 2, by **Tuesday, August 1, 2023** to be reimbursed for the salaries, or portion of the salaries, of eligible teachers in the 2022-2023 school year.

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<sup>1</sup> For this purpose, a teacher is an employee of a religious or independent school whose responsibility is to create and instruct students using a research-based curriculum that is guided by the New York State learning standards in mathematics, science, or technology. Support or consultant teachers, teacher aides, teacher assistants, librarians, tutors, and substitute teachers are not eligible teachers.

<sup>2</sup> The study of technology, for the purpose of the MST Grant, is defined as: an opportunity to teach students how knowledge, tools, and skills in math and science can be applied to solve practical problems and extend human capabilities. This involves instruction in the use of age appropriate software programs for purposes including but not limited to: project based learning activities, creative arts, publishing, scientific research, visual presentation, and computer science courses such as coding and programming.

**Please note: Late, incomplete, or inaccurate applications may be deemed ineligible and may not be reviewed.**

**Reimbursement Methodology:** In accordance with Education Law § 3037(2)(b), reimbursements will be calculated based on NYSED's data regarding average comparable teacher salaries and personal services, per subject area, of public school teachers in the school district in which the religious or independent schools are located, multiplied by the percentage of full-time equivalent secular instructional hours completed in the religious or independent school day per subject area (mathematics, science, and technology).

Per Education Law § 3037(2)(b), in the event that the total reimbursements requested exceed the \$58 million appropriation, then each applicant will only be reimbursed in an amount equal to the percentage each such applicant represents to the total of all applications submitted. Schools whose eligible teacher salaries exceed their reimbursement amount must support those expenses on their own and will not receive additional reimbursement.

**Reimbursement of Funds:** Each school receiving funds will have a year 6 reimbursement amount that will be paid after a thorough review of documentation. NYSED staff will review the reimbursement request forms that are **received by Tuesday, August 1, 2023**. Approved requests will be compared against NYSED data regarding teacher salaries, as described in the Reimbursement Methodology section of this document. After calculating the total approved requests and proportionate shares, a spreadsheet will be posted on the [Grant Opportunities](#) webpage of the Office of Religious and Independent School Support (ORISS) website. Payments will be made after a thorough review of the documentation is completed.

**Documentary Evidence:** Religious and independent schools must submit documentary evidence<sup>3</sup> with the Reimbursement Request Form for Mathematics, Science, and Technology Teachers in Religious and Independent Schools. Required documents for each category include:

<p><b>Certified to teach in NYS pursuant to Section 3004 of Education Law</b></p>	<p><b>Holds a master’s degree or Ph.D. in mathematics, science, technology, or education</b></p>	<p><b>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 five (5) years from the later of April 10, 2017 or the employment start date with the religious or independent school</b></p>
<ul style="list-style-type: none"> <li>• Copy of valid and current NYS certification</li> <li>• Copy of the school’s master schedule (include all that apply: in-person, remote and/or hybrid)</li> <li>• Copy of the teacher’s schedule for the school year (include all that apply: in-person, remote, and/or hybrid)</li> <li>• Religious and independent school course descriptions for the courses listed on the reimbursement form, with evidence that curricula are guided by the New York State learning standards</li> <li>• Signed employment agreement by both the teacher and school administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Official transcripts from college or university</li> <li>• Copy of the school’s master schedule (include all that apply: in-person, remote and/or hybrid)</li> <li>• Copy of the teacher’s schedule for the school year (include all that apply: in-person, remote, and/or hybrid)</li> <li>• Religious and independent school course descriptions for the courses listed on the reimbursement form, with evidence that curricula are guided by the New York State learning standards</li> <li>• Signed employment agreement by both the teacher and school administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Official transcripts from college or university</li> <li>• Official documentation from college or university stating teacher is a current student enrolled in an eligible Master’s or Ph.D. program</li> <li>• Copy of the school’s master schedule (include all that apply: in-person, remote, and/or hybrid)</li> <li>• Copy of the teacher’s schedule for the school year (include all that apply: in-person, remote, and/or hybrid)</li> <li>• Religious and independent school course descriptions for the courses listed on the reimbursement form, with evidence that curricula are guided by the New York State learning standards</li> <li>• Signed employment agreement by both the teacher and school administrator</li> </ul>

<sup>3</sup> Please refer to Appendix A for additional detail on required items.

## Appendix A

### Instructions for Completing the Reimbursement Form

**Complete one reimbursement form per teacher.**

#### **Part I: Religious or Independent School Information**

1. Enter the school's name, address, BEDS code, and Office of the State Comptroller (OSC) Vendor ID.
  - Do you need help finding your OSC Vendor ID? You can check [SEDREF](#). Use the Query page to find your school's entry in SEDREF. Then scroll down to the blue text, where the OSC Vendor ID will be listed. You can also find your Institution ID in SEDREF in the first row, first column.
  - Do you not have a Vendor ID listed for your BEDS code? Please complete the Payee Information Form. **PI** in [Word](#) (92 KB) | **PI** in [.pdf](#) (155 KB)  
**If the school does not have Payee Information associated with the BEDS code, we are not able to issue payments.**

#### **Part II: Teacher Information**

1. Enter the teacher's name. If the name on application differs from the diploma, certification, or any of the required documents, please submit change of name documentation (a marriage license or a notarized statement signed by the teacher applicant).
2. At the top of each page, enter the teacher's name again (in case pages get separated).
3. Complete the Teacher's Schedule table:
  - a. Check applicable subject areas.
  - b. Enter grade levels taught for each subject.
  - c. List the courses taught in the corresponding subject areas.
  - d. Enter the number of instructional periods or hours per week the teacher instructs in the subjects taught. Instructional time is defined as time where a teacher is teaching a curriculum to students.

For example, if the teacher is a math teacher:

Teacher's Schedule			
Subject(s) taught	Grade level(s) 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 checked="" type="checkbox"/> Mathematics	Grade 8	Math 8; Geometry	# of periods: 15 OR # of hours:
<input type="checkbox"/> Science			# of periods: OR # of hours:
<input type="checkbox"/> Technology			# of periods: OR # of hours:

4. Select **one** of the three eligibility choices for this teacher and submit the required documentary evidence.

For example, if the teacher is certified, you should choose:

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

AND submit with the reimbursement form the required documentary evidence:

- Copy of the school's 2022-2023 master schedule**
- 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 2022-2023 school year
- Signed employment agreement including yearly salary or other evidence of employment by the religious or independent school, by both teacher and school administrator

5. Complete the certification section. This requires **original** signatures of the religious or independent school chief administrator **and** the religious or independent school teacher. *For 2022-2023, schools can submit electronic or copied signatures in the certification section, if necessary.*

We must **receive** the application in our office by Tuesday, August 1, 2023.

**Description of Documentary Evidence  
New York State Grants for Mathematics, Science, and Technology  
Teachers in Religious and Independent Schools  
2022-2023 School Year (Year 6)**

**Documentary Evidence:** Religious and independent schools must submit documentary evidence with the Reimbursement Request Form for Mathematics, Science, and Technology Teachers in Religious and Independent Schools (MST).

**\*All copies of required application documentation must be clear, legible and complete. Documents that are not written in English must be accompanied by an English translation.**

Required Documents	Description
<ul style="list-style-type: none"> <li>Valid and current NYS certification</li> </ul>	Has an expiration date of no earlier than June 30, 2023.
<ul style="list-style-type: none"> <li>Copy of the school's master schedule for the school year 2022-2023</li> </ul>	<p><b>Which must include:</b></p> <ul style="list-style-type: none"> <li>all courses taught by all teachers;</li> <li>names or initials of every teacher teaching each course;</li> <li>individual classes specifying the grade level and subject/course name;</li> <li>the final 2022-2023 <b>full year</b> schedule, including all courses/duties across all terms/quarters over the entire school year; and</li> <li>if teachers have the same initials, please list names in full.</li> </ul> <p>If you do not already have a master schedule that includes the above, you may use the sample template in Attachment C to create one for your school.</p>
<ul style="list-style-type: none"> <li>Copy of the teacher's individual schedule for the school year 2022-2023</li> </ul>	<p><b>Which must include for the applicant teacher only:</b></p> <ul style="list-style-type: none"> <li>the teacher's name;</li> <li>the final 2022-2023 <b>full year</b> schedule, including all courses/duties across all terms/quarters over the entire school year;</li> <li>name of each class being taught by the teacher and supervisory duty he/she has;</li> <li>grade level of each class being taught by the teacher; and</li> <li>an attachment with a brief course description of each class and supervisory duty on the teacher schedule that includes courses not covered by the MST grant               <ul style="list-style-type: none"> <li>For example:                   <ul style="list-style-type: none"> <li>Cell 08 = collection of cell phones</li> <li>Study hall = supervisory period for teacher.</li> </ul> </li> </ul> </li> </ul> <p>The teacher's schedule must match the submitted master schedule for school year 2022-2023.</p>

<ul style="list-style-type: none"> <li>Religious and independent school course descriptions, with evidence that curricula are guided by the New York State learning standards</li> </ul>	<p>Evidence that the curricula are guided by the NYS Learning Standards shall include, but is not limited to, a description of the course and the corresponding curriculum, and curriculum maps.</p> <p>New York State Education Department’s website has resources available. For information on current New York State Learning Standards please refer to the following links:</p> <p style="text-align: center;"><a href="#"><u>Office of Standards and Instruction</u></a></p> <p>A copy/printout of the learning standards is not a course description.</p>
<ul style="list-style-type: none"> <li>Signed employment agreements or other evidence of employment by the religious or independent school, signed by both the teacher and school administrator</li> </ul>	<p><b>Which must include:</b></p> <ul style="list-style-type: none"> <li>a title or other indication on the document labeling it as the 2022-2023 employment agreement;</li> <li>original or copy of the original signature of both the teacher and administrator;</li> <li>2022-2023 yearly salary;</li> <li>part-time or full-time status;</li> <li>teacher’s start and end date for the 2022-2023 school year; and</li> <li>teacher and school leader initials next to any changes made to this agreement <b>OR</b> an addendum signed and dated by both the teacher and the school leader for any of the above information not included in the original employment agreement.</li> </ul>
<ul style="list-style-type: none"> <li>Official documentation from college or university stating master’s degree or Ph.D. has been earned in an eligible program,</li> </ul>	<p><b>Which must include:</b></p> <ul style="list-style-type: none"> <li>the teacher’s name, date of graduation, and degree type; and</li> <li>an indication that a degree was earned in one of the following areas: <ul style="list-style-type: none"> <li>mathematics</li> <li>science</li> <li>technology</li> <li>education</li> </ul> </li> </ul> <p>If document lists Master of Science (MS) or Master of Arts (MA) only, additional documentation of the degree program.</p>
<ul style="list-style-type: none"> <li>Official documentation from college or university stating bachelor’s degree has been earned in an eligible program,</li> </ul>	<p><b>Which must include:</b></p> <ul style="list-style-type: none"> <li>teacher’s name, date of graduation and degree type; and</li> <li>an indication that a degree was earned in one of the following areas: <ul style="list-style-type: none"> <li>mathematics</li> <li>science</li> <li>technology</li> <li>education</li> </ul> </li> </ul> <p>Documentation may be a valid and current transcript or a current letter from the college or university.</p>

<ul style="list-style-type: none"><li>• Official documentation from college or university stating teacher is a current student enrolled in an eligible program</li></ul>	<p><b>Which must include:</b></p> <ul style="list-style-type: none"><li>• teacher's name, the degree program they are enrolled in, and date of enrollment (<b>within the 2022-2023 school year</b>); and</li><li>• an indication that the teacher is currently enrolled in courses or is a current active student in an eligible master's degree or Ph.D. program during the 2022-2023 school year<ul style="list-style-type: none"><li>○ Enrollment must be in one of the following eligible degree programs:<ul style="list-style-type: none"><li>▪ mathematics</li><li>▪ science</li><li>▪ technology</li><li>▪ education</li></ul></li></ul></li></ul>
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## Appendix B

### **Submission Instructions**

Submissions, regardless of format, should include **all** required documentation and the reimbursement request form (pages 1-4).

We must RECEIVE the complete submission in our office by **Tuesday, August 1, 2023**, using one of the following options:

- Option 1: SED Monitoring Business Portal (***recommended*** and ***preferred*** method)
- Option 2: Email
- Option 3: Regular mail
- Option 4: Fax

*Please see the corresponding instructions for each option prior to making your submission.*

#### **Option 1: SED Monitoring Business Portal**

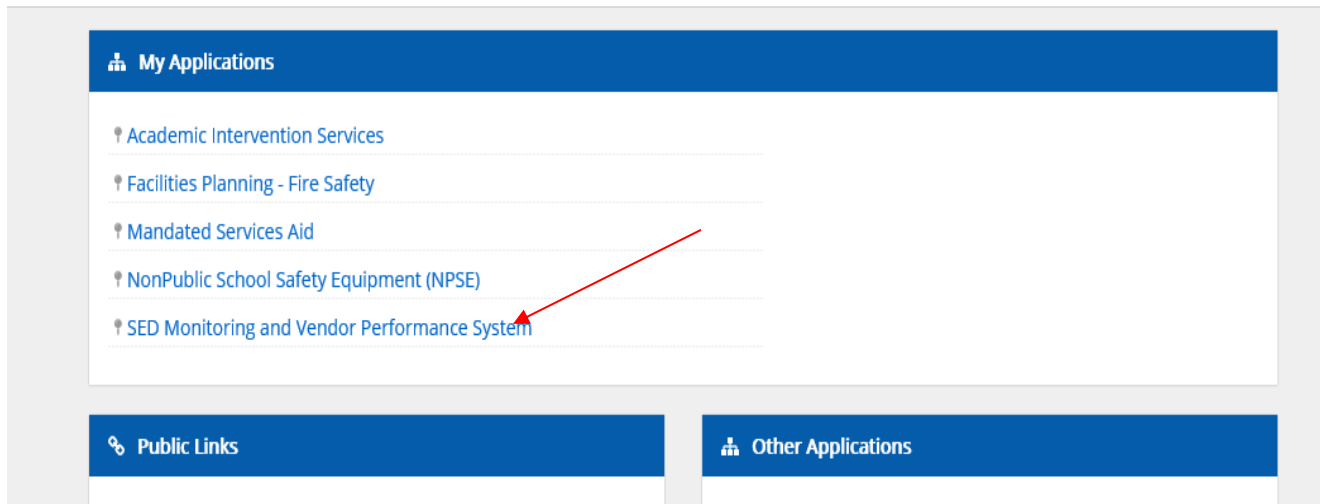
The New York State Grants for Mathematics, Science, and Technology Teachers in Religious and Independent Schools (MST) application is located in the [New York State Education Department's Business Portal](#).

Religious or independent schools with previously designated accounts should have their institution's assigned CEO log in using the username and password. More information for users with accounts that need assistance locating their username or password can be found below.

#### **Accessing the Electronic Application**

After logging into the NYSED Business Portal, you will be directed to the Business Portal home screen, which includes the list of applications you have been granted access to under "My Applications." The MST Application is located within SED Monitoring and Vendor Performance System, as indicated below.





The screenshot shows the 'My Applications' section of the Application Business Portal. It features a list of application categories: Academic Intervention Services, Facilities Planning - Fire Safety, Mandated Services Aid, NonPublic School Safety Equipment (NPSE), and SED Monitoring and Vendor Performance System. A red arrow points to the 'SED Monitoring and Vendor Performance System' link. Below the list are two buttons: 'Public Links' and 'Other Applications'.

Once the user has accessed the *SED Monitoring and Vendor Performance System*, select ORISS, then a list of surveys that the user has access to will be displayed. The user should select “NYS Nonpublic Schools Reimbursement for Math, Science and Technology Teachers - 2022-2023.”

## Username Assistance

A CEO or Delegated Account Administrator of the school can look up User IDs if the CEO or DA/EA has difficulty locating their username, an e-mail can be sent to the SEDDAS help desk to request the correct User ID at [SEDDAS@nysed.gov](mailto:SEDDAS@nysed.gov).

## Password Assistance

1. Go to the [portal](#) website.
2. On the top of the right-hand side, click on Reset Password.
3. Enter your username and email address then click in the check box next to where it says, “I’m not a robot.”
4. Click the Submit button.
5. You may be prompted to answer random questions for the reCAPTCHA system.
6. You will then get a confirmation page and an email will be sent to you to finish changing your password.
7. In your email, click the link that says reset Password.
8. A new site will open, and you will choose your new password there. Enter it twice. The page will inform you if it is not correct or if you have used it before.
9. Go back [portal](#) and enter your username and new password.

There is also a separate [Business Portal Password Reset/Unlock Account](#) information document if you need additional assistance.

## **Option 2: Email**

When submitting via email, please ensure that it uses the following guidelines:

- The subject line of every email with documentation must include “MST Year 6 Submission – BEDS Code – School Name.” Emails without this information may be considered incomplete and/or may not be reviewed.
- All accompanying documentation must be attached to the email(s).
- Each emailed file attachment should be in one of the following format(s): PDF, Word, Excel, or pictures (i.e., jpg, gif file types).
- If the size of a file attachment exceeds email limitations, documents may be compressed into a Zip file and/or submitted in multiple emails, provided the required subject line is in each subsequent email sent.
- Do not submit files using a cloud service (i.e., Dropbox, GoogleDocs, OneDrive, etc.). These will **not** be reviewed. They must be submitted as attachments in the file types specified above.
- Must be submitted to [MST-ORISS@nysed.gov](mailto:MST-ORISS@nysed.gov). Emails sent to individual staff members may not be accepted or reviewed.

## **Option 3: Regular Mail**

When submitting via regular mail, send all submissions to:

*New York State Education Department  
Office of Religious and Independent School Support, Room 1074 EBA  
Attn: MST submission  
89 Washington Avenue  
Albany, New York 12234*

**NOTE:** Per statutory requirement, the submission must be **received** by August 1, 2023. A postmark date of August 1, 2023 will **not** substitute for this.

## **Option 4: Fax**

Fax to: (518) 474-4674

When submitting via fax, please ensure that it uses the following guidelines:

- Make sure that the print copy is clear and legible.
- Include a cover page that:
  - Identifies contact information including name, job title, phone number, and email (if available).
  - Is clearly labeled with “MST Year 6 Submission – BEDS Code – School Name.”
- Ensure that all teacher applications and supporting documentation is kept together with the teacher application as the starting page for each application.
- Insert the teacher initials and page number of that application in the top right corner of every page (i.e., An application for the teacher Mary Smith would have “MS p1,” “MS p2,” etc.)

## Sample Master Schedule Template

### 2022-23 (Input School Name) Master Schedule

Note: These tables can be cut and pasted into a spreadsheet or Word document.

		Teachers											
		Sample - A. Jones		Sample - M. Segal		Sample - B. Conklin							
P e r i o d	C l a s s T i m e s P e r D a y	S u b j e c t & G r a d e	D a y s o f W e e k (M- F?)	S u b j e c t & G r a d e	D a y s o f W e e k	S u b j e c t & G r a d e	D a y s o f W e e k	S u b j e c t & G r a d e	D a y s o f W e e k	S u b j e c t & G r a d e	D a y s o f W e e k	S u b j e c t & G r a d e	D a y s o f W e e k
1	8:15-9:15 (M, Tu)	5 Algebra	M-F	6 Math	M, Tu	2-3 Gym	M-F						
	8:15-9:30 (W, Th, F)			6 Spanish	W								
				7 ELA	F								
2	9:16-10:15 (M, Tu)	5 Algebra	M-F	6 Science	M, Tu	4-5a Gym	M-F						
	9:31-10:15 (W, Th, F)												
3	10:16-11:30 (M-F)	6 Math	M-F	8 Biology	M, Tu	5b-6 Gym	M-F						
4	11:31-12:30 (M, Tu)	4 ELA	M, Tu			9a Dance	M-Tu						
	11:31-12:45 (W, Th, F)	5 Math	W, Th, F			9b Dance	W						
						9c Dance	Th, F						
5	12:31-1:45 (M, Tu)	3 Spanish	M-F	10a Chemistry	M, Tu								
	12:46-1:45 (W, Th, F)			10b Chemistry	W, Th, F								

6	1:46-2:45 (M-F)	5 History	M, Th	10a Chemistry	M, Tu								
		5 ELA	W, Tu, F	10b Chemistry	W, Th, F								
7	2:46-3:55 (M, Tu)	7 Math	M-F	10a/b Chem Lab	Th								
	2:26-3:45 (W)												
	2:46-3:40 (Th, F)												
8	3:56-4:28 (M, Tu)	7 Math	M-F	8 Biology	Th	10a/b/c Art	M, Tu						
	3:46-4:28 (W)					11a Art	W						
	3:41-4:28 (Th, F)					12 Art	F						

Or

Monday through Friday							
Teacher	Albright	Brown	Conklin	Eckert	Gardiner	Jones	Smith

Qualification: for example-- "Certified in ...", list education credentials, "pursuing Master's/P h.D. in ..."	NYS Certified secondary math	Has a Master's in Chemistry	Pursuing Master's in Education; elementary science				
Period or time taught							
1st (8:00-8:45 am)	Math 7						
2 <sup>nd</sup> (9:00-9:45)	Algebra I						
3rd	prep						
4th	Math 7						
5th	Math 7						
6th	Algebra I						
7th	Algebra II						

Note: These sample documents are not required to be used.