

New York State Religious and Independent School Reimbursement Request Form  
**YEAR 6 for Mathematics, Science, and Technology Teachers in  
Religious and Independent Schools 2022-2023**

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

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

**Part II: Teacher Information**

<b>Teacher</b>	
Teacher's Full Name:	
Maiden Name or Former Names Used:	

\*If the name on the 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).

<b>Teacher Name:</b>	
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Provide the schedules that were used consistently throughout the year.

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 INCLUDING THE SCHOOL'S MASTER SCHEDULE.** (Please refer to the 2022-2023 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 2022-2023 master schedule for all applications
  - 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, 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 2022-2023 master schedule for all applications
  - 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 2022-2023 school year
  - 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:	
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- 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, 2018 or the employment start date with the school)
  - Copy of the school's 2022-2023 master schedule for all applications
  - 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 2022-2023 school year) in an eligible master's or Ph.D. program
  - 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, signed by both teacher and school administrator

<b>Teacher Name:</b>	
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**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.

_____ Signature of Chief Administrator	_____ Chief Administrator Name <b>(PLEASE PRINT)</b>	_____ Date
_____ Signature of Teacher	_____ Teacher Name <b>(PLEASE PRINT)</b>	_____ Date

<b>Contact Information</b>		
_____ Person Completing Form <b>(PLEASE PRINT)</b>	_____ Title of Person Completing Form	_____ Telephone Number
_____ Email Address	_____ Fax Number	

We **must RECEIVE** the complete application in our office by **TUESDAY, August 1, 2023.**

*Please see Appendix B of the [MST 2022-23 \(Year 6\) Guidance](#) for complete submission instructions.*

**Late, incomplete or inaccurate applications will be deemed ineligible and may not be reviewed. At least one copy of the School’s Master Schedule is required in order for your application to be reviewed.**