

**New York State Grants for Mathematics, Science, and Technology
Teachers in Religious and Independent Schools (MST)
Program Guidance and Reimbursement Form Instructions
2020-2021 School Year (Year 4)**

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 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, added by Chapter 59 of 2017 (<http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO>). 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 (<http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO>); 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 nonpublic school;
- b) teaches¹ Mathematics, Science, or Technology² 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 nonpublic school.

However, reimbursements may not be provided for eligible 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 2020-2021 School Year: Received by Monday, August 2, 2021

Nonpublic 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 **Monday, August 2, 2021** to be reimbursed for the salaries, or portion of the salaries, of eligible teachers in the 2020-2021 school year.

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

¹ For this purpose, a teacher is an employee of a nonpublic school whose responsibility is to create and instruct students using a 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.

² 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. Using a Keyboard or MS Word in isolation, would not qualify as the "T" in MST unless it was somehow related to solving a problem in a different subject.

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 nonpublic schools are located, multiplied by the percentage of full-time equivalent secular instructional hours completed in the nonpublic 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 \$30 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 4 reimbursement amount that will be paid after a thorough review of documentation. NYSED staff will review the reimbursement request forms that are received by Monday, August 2, 2021. Approved requests will be compared against NYSED data regarding teacher salaries, as described in the Reimbursement Methodology section. After calculating the total approved requests and proportionate shares, a spreadsheet will be posted on the State Office of Religious and Independent Schools website at <http://www.p12.nysed.gov/nonpub/fundingopportunities/>. Payments will be made after a thorough review of the documentation is completed.

Documentary Evidence: Religious and independent schools must submit documentary evidence³ with the Reimbursement Request Form for Mathematics, Science, and Technology Teachers in Religious and Independent Schools. Required documents for each category include:

Certified to teach in NYS pursuant to Section 3004 of Education Law	Holds a Master's degree or Ph.D. in Mathematics, Science, Technology, or Education	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 nonpublic school
<ul style="list-style-type: none"> • Copy of valid and current NYS certification • *Copy of the school's master schedule (include all that apply: in-person, remote and/or hybrid) • **Copy of the teacher's schedule for the school year (include all that apply: in-person, remote, and/or hybrid) • 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 • Signed employment agreement by both the teacher and school administrator 	<ul style="list-style-type: none"> • Official transcripts from college or university • *Copy of the school's master schedule (include all that apply: in-person, remote and/or hybrid) • **Copy of the teacher's schedule for the school year (include all that apply: in-person, remote, and/or hybrid) • 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 • Signed employment agreement by both the teacher and school administrator 	<ul style="list-style-type: none"> • Official transcripts from college or university • Official documentation from college or university stating teacher is a current student enrolled in an eligible Master's or Ph.D. program • *Copy of the school's master schedule (include all that apply: in-person, remote, and/or hybrid) • **Copy of the teacher's schedule for the school year (include all that apply: in-person, remote, and/or hybrid) • 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 • Signed employment agreement by both the teacher and school administrator

*If the master schedule included different teaching models throughout the year, please send all that apply and clearly label when the changes were made. For example – semester 1 was remote and semester 2 was in-person.

** If the teacher's schedule included different teaching models throughout the year, please send all that apply and clearly label when the changes were made. For example – semester 1 was remote and semester 2 was in-person.

If a school closed or went to remote learning *temporarily (remote learning provided during this time but did not change the instructional model)* due to COVID-19 cases in the school or community, this would not be considered a change as described above, so please send just the original master and teacher schedules.

³ Please refer to Appendix A for additional detail on required items.

Appendix A

Instructions for Completing the Reimbursement Form

It is recommended that MST Year 4 applications are submitted through the NYSED Business Portal. Directions on accessing the survey are attached in Appendix B. However, hard copies will still be accepted.

Complete one reimbursement form per teacher.

Part I: Nonpublic School Information

1. Enter the school 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: [https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw\\$.startup](https://portal.nysed.gov/pls/sedrefpublic/SED.sed_inst_qry_vw$.startup). 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, found at: <http://www.p12.nysed.gov/nonpub/mandatedservices/osc.html>. **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, the Teacher is certified. You would 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 2020-2021 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 2020-2021 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

Do you need additional details? Please see the pages following these instructions.

5. Complete the certification section. This requires **original** signatures of the nonpublic school chief administrator **and** the nonpublic school teacher. *For 2020-2021, schools can submit electronic or copied signatures in the certification section, if necessary.*
6. Mail the completed reimbursement form(s) and all required documentary evidence 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 2, 2021.

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

**Description of Documentary Evidence
New York State Grants for Mathematics, Science, and Technology
Teachers in Religious and Independent Schools
2020-2021 School Year (Year 4)**

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"> • Valid and current NYS certification 	Has an expiration date of no earlier than June 30, 2021
<ul style="list-style-type: none"> • Copy of the school's master schedule for the school year 2020-2021 	<p>Which must include:</p> <ul style="list-style-type: none"> • all courses taught by all teachers; • names or initials of every teacher teaching each course; • individual classes specifying the grade level and subject/course name; and • the final 2020-2021 full year schedule, including all courses/duties across all terms/quarters over the entire school year • Include all that apply and label clearly in-person, remote and/or hybrid. • If the master schedule included different teaching models throughout the year, please send all that apply and clearly label when the changes were made. • If teachers have the same initials, please list names in full.

<ul style="list-style-type: none"> • Copy of the teacher’s individual schedule for the school year 2020-2021 	<p>Which must include for the applicant teacher only:</p> <ul style="list-style-type: none"> • the teacher’s name; • the final 2020-2021 full year schedule, including all courses/duties across all terms/quarters over the entire school year; • name of each class being taught by the teacher and supervisory duty he/she has; • grade level of each class being taught by the teacher; and • 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"> For example: <ul style="list-style-type: none"> ○ Cell 08 = collection of cell phones ○ Study hall = supervisory period for teacher • Include all schedules that apply and label clearly in-person, remote and/or hybrid. • If the teacher’s schedule included different teaching models throughout the year, please send all that apply and clearly label when the changes were made. <p>The teacher’s schedule must match the submitted master schedule for school year 2020-2021.</p>
<ul style="list-style-type: none"> • Religious and independent school course descriptions, with evidence that curricula are guided by the New York State learning standards 	<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. For information on current New York State Learning Standards please refer to the following links:</p> <p>New York State Education Department’s website has resources available:</p> <p>Engage NY: https://www.engageny.org/</p> <p>Next Generation Learning Standards: http://www.nysed.gov/next-generation-learning-standards</p> <p>Office of Curriculum and Instruction: http://www.p12.nysed.gov/ciai/standards.html</p> <p>A copy/printout of the learning standards is not a course description.</p>
<ul style="list-style-type: none"> • Signed employment agreements or other evidence of employment by the religious or independent school, signed by both the teacher and school administrator 	<p>Which must include:</p> <ul style="list-style-type: none"> • a title or other indication on the document labeling it as the 2020-2021 employment agreement; • original or copy of the original signature of both the teacher and administrator; • 2020-2021 yearly salary; • part-time or full-time status; • teacher’s start and end date for the 2020-2021 school year;

	<ul style="list-style-type: none"> • teacher and school leader initials next to any changes made to this agreement; or • 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.
<ul style="list-style-type: none"> • Official documentation from college or university stating Master’s degree or Ph.D. has been earned in an eligible program, 	<p>Which must include:</p> <ul style="list-style-type: none"> • the teacher’s name, date of graduation, and degree type; and • an indication that a degree was earned in one of the following areas: <ul style="list-style-type: none"> ▪ Mathematics ▪ Science ▪ Technology ▪ Education <p>If document lists Masters in Science (MS) or Masters in Arts (MA) only, additional documentation of the degree program.</p>
<ul style="list-style-type: none"> • Official documentation from college or university stating Bachelor’s degree has been earned in an eligible program, 	<p>Which must include:</p> <ul style="list-style-type: none"> • teacher’s name, date of graduation and degree type; and • an indication that a degree was earned in one of the following areas: <ul style="list-style-type: none"> ▪ Mathematics ▪ Science ▪ Technology ▪ Education <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"> • Official documentation from college or university stating teacher is a current student enrolled in an eligible program 	<p>Which must include:</p> <ul style="list-style-type: none"> • teacher’s name, the degree program they are enrolled in, and date (within the 2020-2021 school year); and • an indication that the teacher is currently enrolled in courses or is a current active student in an eligible Masters or Ph.D. program during the 2020-2021 school year <ul style="list-style-type: none"> ○ Enrollment must be in one of the following eligible degree programs: <ul style="list-style-type: none"> ▪ Mathematics ▪ Science ▪ Technology ▪ Education

Appendix B

Directions on Accessing New York State Grants for Mathematics, Science, and Technology Teachers in Religious and Independent Schools (MST)

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, which can be accessed at the following link: <https://portal.nysed.gov/abp/>

Nonpublic 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 on page 2.

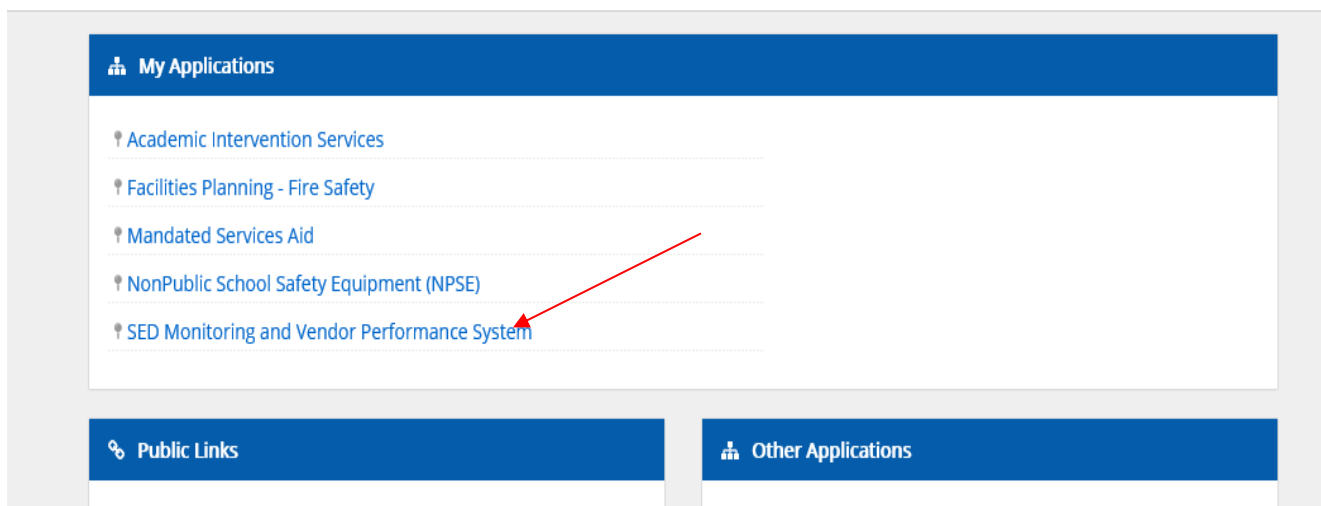
Accessing the Application

After logging into the 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.



Application Business Portal

You are logged in as **Lori Genito**.



Once the user has accessed SED Monitoring and Vendor Performance System, select SORIS, 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 - 2020-2021”

Username Assistance

A CEO or Delegated Account Administrator of the school can look up User ID’s 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.

Password Assistance

1. Go to the website <http://Portal.nysed.gov>
2. On the right hand side top click on Reset Password.
3. Enter your username, email address and 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 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 to portal.nysed.gov and enter your user name and new password.

There is also a separate Quick Guide for Password resets that can be found at:
<http://www.p12.nysed.gov/seddas/seddas-password-reset.pdf>