New York State Nonpublic School Reimbursement Request Form for Mathematics, Science, and Technology Teachers in

Religious and Independent Schools 2018-19

# Part I: Nonpublic School Information

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nonpublic School Full-Time Equivalent** | | | | |
| How many instructional\* periods or hours **per week** does a teacher work in the above school in order to be considered a full-time employee? | | | | |
| # 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.

# Part II: Teacher Information

|  |  |
| --- | --- |
| **Teacher** | |
| Teacher’s Full Name:  (including Maiden Name)\*\* |  |
| 2018-2019 Teacher Salary: | $ |

\*\*If name on application differs from diploma, certification or any of the submitted documents, please submit change of name documentation such as marriage license.

|  |  |
| --- | --- |
| **Teacher:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Teacher’s Schedule** | | | | | | |
| Subject(s) Taught | List specific course(s) taught in subject area | How many instructional\* periods or hours per week does the teacher instruct in each subject taught? | | | | |
| Mathematics |  | # of periods: |  | OR | # of hours: |  |
| Science |  | # of periods: |  | OR | # of hours: |  |
| 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 2018-2019 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 2018-2019 school year

Signed employment agreement including yearly salary or other evidence of employment by the religious or independent school

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

Copy of the school’s 2018-2019 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

Official documentation from college or university stating Master’s degree or Ph.D. has been earned in an eligible program

Copy of the teacher’s schedule for the 2018-2019 school year

Signed employment agreement including yearly salary or other evidence of employment by the religious or independent school

(Choice #3 is on the following page)

|  |  |
| --- | --- |
| **Teacher:** |  |

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 2018-2019 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

Official documentation from college or university stating Bachelor’s degree has been earned in an eligible program

Official documentation from college or university stating teacher is currently enrolled (in the 2018-2019 school year) in an eligible Master’s or Ph.D. program

Copy of the teacher’s schedule for the 2018-2019 school year

Signed employment agreement including yearly salary or other evidence of employment by the religious or independent school

**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.

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| --- | --- | --- | --- | --- |
| **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 1-3) to:

New York State Education Department

State Office of Religious and Independent Schools, Room 1078 EBA

89 Washington Avenue

Albany, New York 12234

We must **receive** the application in our office by August 1, 2019. Incomplete or incorrect applications will be deemed ineligible and will not be reviewed.