



2023-2024 Documentary Evidence

Office of Religious & Independent School Support (ORISS)

Mathematics, Science, & Technology (MST) Gr

Required Document	Required Components	Notes
NYS Teaching Certification		
	All courses taught by all teachers Names of every teacher teaching each course Each class must specify grade level and subject course name	Please list full names
Teacher Schedule	2023-2024 Full Year Schedule Teacher name Name of each class being taught Supervisory duties and other roles Grade level of each class instructed	All courses/duties across all terms. Teacher schedule must match School Master Schedule. Include attachment with additional duty/role description, including time obligations.
Course Descriptions	Evidence the curricula are guided by the NYS Learning Standards A description of the MST eligible course In some cases, corresponding curriculum & curriculum maps may be requested	Visit NYS Office of Standards & Instruction to learn more A copy/printout of the learning standards is not a course description
Employment Agreement with Teacher Salary	Must be signed by the teacher claimed Must be signed by school administrator Must include start and end dates for the 2023-2024 school year Must indicate part-time or full-time status of teacher/s Must include both teacher and administrative initials next to any changes	Alternatively, both teacher & administrator signatures & dates must appear on addendum
Earned Master's Degree/Ph.D.	Must be official documentation* Must include teacher's name, graduation date & type of award(degree) Evidence award is in math, science, technology or education	If surname is different, please submit proof of name change If award only lists Master of Science or Master of Arts, additional program information is required Official documentation only.*
Earned Bachelor's Degree	Must be official documentation* Must include teacher's name, graduation date & type of award Evidence award is in math, science, technology or education	If surname is different, please submit proof of name change Current transcript/letter from the institution, dated by

*Official documentation received directly from the institution or with the institution – raised seal. Raised seal • are only accepted via paper application.