



2023-2024 Documentary Evidence

Office of Religious & Independent School Support (ORISS)

Arts & Music Teacher Salary (AMTS) Reimbursement Grant

Required Document	Required Components	Notes
NYS Teaching Certification	Valid	
	Current	
	Expiration date no earlier than 6/30/2024	
School Master Schedule	2023-2024 Full Year Schedule	All courses/duties across all terms
	All courses taught by all teachers	
	Names of every teacher teaching each course Each class must specify grade level and subject course name	Please provide list of full names (use of initials and a key of full names is also acceptable).
Teacher Schedule	2023-2024 Full Year Schedule	All courses/duties across all terms.
	Teacher name	
	Name of each class being taught	Teacher schedule must match school master schedule.
	Supervisory duties and other roles Grade level of each class instructed	Include attachment with additional duty/role description, including time obligations.
Course Descriptions	Evidence the curricula are guided by the NYS Learning Standards	Visit NYS Office of Standards & Instruction to learn more
	A description of the AMTS eligible course(s)	A copy/printout of the learning standards is not a course description
	In some cases, corresponding curriculum & curriculum maps may be requested	
Employment Agreement with Teacher Salary	Must be signed by the teacher claimed	
	Must be signed by a 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)	If surname is different, please submit proof of name change
	Evidence award is in grant specified subject	If award only lists <i>Master of Science</i> or <i>Master of Arts</i> , 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	If surname is different, please submit proof of name change
	Evidence award is in grant specified subject	Current transcript/letter from the institution, dated between 8/31/2023-9/30/2024
	AND	
Current Master's/ Ph.D. Enrollment	Must be official documentation*	
	Must include teacher's name	
	Must indicate current enrollment & active status	During the 2023-2024 school year
	Enrollment must be in eligible master's degree or Ph.D. program	Current transcript/letter from the institution, dated between 8/31/2023-9/30/2024

Official documentation received by the school/ teacher directly from the institution.