



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 taught by all teachers Names of every teacher teaching each course Each class must specify grade level and subject course name	All courses/duties across all terms Please list full names
Teacher Schedule	2023-2024 Full Year Schedule Teacher name Name of each MST eligible course	All courses/duties across all terms.
Employment Agreement with Teacher Salary	In some cases, corresponding curriculum & curriculum maps may be requested 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 AND	If surname is different, please submit proof of name change Current transcript/letter from the institution, dated between 8/31/2023-8/1/2024
Current Enrollment	Must be official documentation rec	