Required Document	Required Components	Notes
	Valid	
	Current	
	Expiration date no earlier than 6/30/2024	
	2023-2024 Full Year Schedule	All courses/duties across all terms
	All courses taught by all teachers	
	Names of every teacher teaching each course	Please provide list of full names (use of initials and a key of full names is also acceptable).
	Each class must specify grade level and subject	
	teacher/s	
	Must include both teacher and administrative initials next to any changes	Alternatively, both teacher & administrator signatures & dates must appear on addendum
	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 Master of Science or Master of Arts, additional program information is required. Official documentation only.*
	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 8/31/2023-8/1/2024
	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 8/31/2023-8/1/2024

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