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	Please provide list of full names (use of initials and a ke full names is also acceptable).
	Each class must specify grade level and subject course name	