

**New York State Nonpublic School Reimbursement Request Form  
for Academic Intervention Services (AIS)  
Year 5 (Please note that only one application per year can be processed for payment)**

**School Name:**

**School BEDS Code:** \_\_\_\_\_

(School must have a BEDS code and have administered State 3-8 math and English Language Arts examinations in the **2018-2019** School Year to be eligible)

**Institution ID: 8000000**

**School OSC Vendor ID:**

**School Address:**

**Chief Administrator Name:**

**School Telephone:**

**Contact Name (if not Chief Administrator):**

**Contact e-mail:**

The AIS allocation information can be found on our [Funding Opportunities webpage](#).

Remaining Funds	+	New Allocation for Year 4	=	Total Available Funds

**Required documentation checklist:**

- Completed AIS reimbursement form
- Detailed invoices or invoices with supplemental description of the expenditures\*
- Proof of payment **must be:**
  - Cancelled checks (**both** sides to show it was cashed) **and/or**
  - Detailed bank/credit card statements
- Workshop proof of attendance (if applicable):
  - Sign in sheet **and/or**
  - Certificate of attendance
  - Syllabus for workshop

\*If it is not apparent how the expenditures are linked to improved instruction for struggling students in English language arts and mathematics, SORIS will request a justification and determine eligibility.

<p align="center"><b>Services/Materials Purchased for Professional Development</b>  Please check any purchases that apply below, and then fill in costs for purchases and the vendor name in the appropriate columns to the right.</p>	<p align="center"><b>Amount  (list amount spent, if any, on the purchase of this eligible item/service)</b></p>	<p align="center"><b>Vendor Name</b></p>
<input type="checkbox"/> <b>Teacher materials:</b> (such as books, curricular guidelines, etc. not provided free by textbook vendor) Materials must be non-religious in nature and linked to improved instruction for struggling students in English language arts and mathematics.		
<input type="checkbox"/> <b>Student materials:</b> (such as books, curricular guidelines, etc. not provided free by textbook vendor) Materials must be non-religious in nature and linked to improved instruction for struggling students in English language arts and mathematics.		
<input type="checkbox"/> <b>Workshop fees</b> (topics that will improve instruction for struggling students in English language arts and mathematics, e.g., usage of data, addressing the needs of students with different learning styles, meeting the needs struggling students through AIS) *Please attach the syllabus for teacher workshops in which reimbursement is sought, along with proof of payment and proof of attendance (sign-in sheets or certificates of attendance).		
<input type="checkbox"/> <b>Software materials</b> (for example, materials that will assess needs of struggling students, provide identified needs to teachers and/or provide focused repetition on the identified English language arts and/or mathematic needs of students) <b>Note: hardware is not eligible for reimbursement through this grant.</b>		
<input type="checkbox"/> <b>Professional Inquiry Group/ Professional Learning Communities</b> (facilitator for the group provided by a vendor, non-religious research and/or curricular materials related to English language arts and/or mathematics for the teacher)		
<input type="checkbox"/> <b>Costs of in-classroom coaching provided by a vendor</b> (no reimbursement permitted for school staff who provide internal coaching) <b>Invoices from the vendor should minimally include the teacher(s) coached, subjects coached in, dates of service, and pricing.</b>		
<input type="checkbox"/> <b>Other</b> (please submit materials describing purchase and demonstrating appropriateness for reimbursement under this program and expense eligibility will be determined by SORIS program staff)		
<p><b>TOTAL EXPENDITURES SUBMITTED</b></p>		

