

Directions for Submission of Materials:

1. Complete the Intent to Re-Apply Form included in this packet and submit it by August 23, 2013 to Leon Hovish at the following address (note – this form must be submitted whether you intend to re-apply or not):

New York State Education Department

Leon Hovish, Program Associate

EBA-365A

89 Washington Avenue

Albany, NY 12234

2. Complete the **Submission Cover Sheet Identification of Submission of Materials for All Content Areas and Grade Levels**. It is important that you specifically indicate on a grade by grade basis for each subject area whether or not you are submitting lesson plans for review. When complete, the charts should include a check in either the Yes or No box for each grade level.
3. For *each* Content Area and Grade level to be submitted fill out **Grade Level and Content Area Packet Cover Sheet**. For example, if you are submitting lesson plans for **Grade 4 Mathematics, Grade 5 Mathematics and Grade 6 ELA/Literacy**, there should be a total of **3 Grade Level and Content Area Packet Cover Sheets – one for each grade/subject submission**.
4. Make 3 hard copies of three distinct lesson plans and all supporting documents (e.g., scoring rubric for assessment, handouts etc.) for each lesson plan and attach to its **Grade Level and Content Area Packet Cover Sheet**.
5. Compile all Grade Level and Content Area Packets and accompanying lesson plans in sequential order by grade level starting with Mathematics and followed by ELA/Literacy. Cover the entire collection with the **Submission Cover Sheet: Identification of Submission of Materials for All Content Areas and Grade Levels**.
6. Mail all documents ***no later than August 30, 2013*** to:

RMC Research Corporation

Attention: NY SES Review

1000 Market Street, Bldg.2

Portsmouth, NH 03801

Please note:

Incomplete Grade Level and Content Area Packets Will Not Be Reviewed.

Materials will be reviewed on a rolling basis.