



2016-2017

Dear New Artist / Organization,

Welcome to Putnam Northern Westchester BOCES Arts-in-Education. To bring your Arts-in-Education program to one of our participating schools allow at least 4 weeks for your program and all the necessary paperwork to be approved before your program start date.

1. Submit a brief description of your program. State how your program meets the NY State Learning Standards for the Arts. To learn more, go to <http://www.p12.nysed.gov/ciai/arts/pub/artlearn.pdf>.
2. If your program is eligible, I will email instructions to join the PNW BOCES Arts-in-Education online resource directory and the following forms to complete and return.
  - **W-9**
  - **Teacher's Retirement System (TRS)**
  - **OSPRA-102 or OSPRA-104:** These forms are used to secure a "Clearance for Employment" for an individual who has been previously fingerprinted by the New York State Education Department (SED). **OSPRA-104** is used only by individuals who have been previously fingerprinted (after July 1, 1990) for a license and/or employment by the New York City Board of Education (NYCBOE) and are authorizing the NYCBOE to forward their criminal history to the NY State Education Department for certification application and/or employment purposes.
3. All artists having direct contact with students; or guest lecturers, performing artists working five times or more in a district are required to be fingerprinted by the New York State Education Department (SED) and cleared before the program begins. For more information and to register, select a location and make an appointment for fingerprinting, follow this link:  
<http://www.highered.nysed.gov/tsei/ospra/fpprocess.html>
4. As soon as your paperwork is processed, the following forms will be emailed:
  - **Professional Services Contract** for review and signature. This form can be scanned/emailed or faxed, but both pages of this contract should be returned.
  - **Invoice and Evaluation forms.** Hold onto these forms and bring them with you to school. If you forget to bring them, contact me and I will fax or email them to you or the person who hired you. These two forms are required to pay you. At the completion of your program:
    - ✓ The **Invoice** should be signed by **you** and a **person authorized by the school district**.
    - ✓ The **School Evaluation Form** is completed by a **school administrator, teacher or school representative** to assess the quality of your program.
    - ✓ Both the **Invoice & School Evaluation Form** are returned to me at PNW BOCES at the completion of your program.

As soon as I receive both the Invoice and School Evaluation form, I will process the Invoice for payment.

Stacy Chryssikos, Arts in Education Coordinator  
Putnam Northern Westchester BOCES  
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914/248-2349 | FAX # 914/248-3838 -or- 914/248-2390

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