

Classroom receipts and school records for teachers and staff

Collect these through the school year, not in April. Write the date and what each receipt covered on the back, and mark any item a grant or the school paid back.

Client or engagement

Pay and eligibility

- ☐ Form W-2 from each school district or private school
Copy B; one per employer, including summer school pay
- ☐ Contract or HR letter showing at least 900 hours in the school year
Most useful for substitutes, aides and part-time staff
- ☐ Early childhood teachers, 2026 and later: proof of the center type
License or letter showing it serves more than two children under 6

Classroom receipts for the educator expense line

- ☐ Book and printed material receipts
Itemized store or online order receipts, dated in the tax year
- ☐ Classroom supply receipts
Paper, markers, storage, lab and art materials
- ☐ Computer equipment, software and app subscription receipts
Order confirmations and annual license invoices
- ☐ Professional development course or workshop fees
Registration receipt with the course title
- ☐ Health or PE teachers: athletic supply receipts
Only athletic supplies count for these courses
- ☐ Card statements for purchases without a usable receipt
Mark the classroom lines; pair them with an order history

Amounts that reduce the deduction

- ☐ School, PTA or grant reimbursements for supplies
Amounts paid back to you that are not in W-2 box 1
- ☐ Crowdfunding or classroom grant award letters
Show which supplies the grant paid for
- ☐ Form 1099-Q for tax-free 529 or Coverdell withdrawals
Only if used for your own school costs in the same year

Itemizing, state and side income

- ☐ 2026 and later: receipts for classroom costs above the cap
Used only if you itemize on Schedule A
- ☐ Union dues, license renewal and conference receipts
For the state return only, where the state allows them
- ☐ Form 1099-NEC or payment records for tutoring or camp work
Supplies for this work go on Schedule C
- ☐ Form 1098-T for graduate or credential courses
Feeds the lifetime learning credit on Form 8863
- ☐ Form 1098-E for student loan interest
One from each loan servicer
- ☐ Last year's return
To compare the standard deduction with itemizing