ADVANCED CREDIT DIFFERENTIALS

BUFFALO BOARD OF EDUCATION
HUMAN RESOURCE SERVICES
720 City Hall
Buffalo, New York 14202

I request that my salary be classified in accordance with the current salary schedules approved by the Board of Education. Under the salary schedule, teachers will receive a salary differential for 10 semester **graduate** hours (to a maximum of 60 hours) completed after the award of the baccalaureate degree; for vocational (shop) teachers, for each 10 hours (to a maximum of 60 hours) completed after the issuance of the State Provisional or Permanent Certificate or Certificate of Qualification in accordance with current salary schedules. **Undergraduate hours will not be credited.**

In addition, individuals completing an approved and appropriate Masters or Doctorate Degree will receive a salary differential in accordance with current salary schedules.

All adjustments of salary occurring as a result of additional training shall be effective at the beginning of the school semester next succeeding the date of the conclusion of course work (semester beginning September 1 or semester beginning February), provided teachers shall notify the Board within **30 days** after such conclusion. The Board may delay actual payment until a certificate of satisfactory completion is received by the Personnel Office.

Name _____ **Soc. Sec. No.** _____

Address _____ **Telephone Number** _____

Present Position (Subject) _____ **School** _____

DEGREE HELD

DEGREE	COLLEGE OR OTHER INSTITUTION	MONTH AND YEAR GRANTED

Please check the appropriate item(s) below and list the courses in units of ten.

For salary purposes I am claiming:

B.A. (B.S.) + 10 _____ B.A. (B.S.) + 30 _____ B.A.(B.S.) + 50 _____ MASTERS _____
B.A. (B.S.) + 20 _____ B.A. (B.S.) + 40 _____ B.A.(B.S.) + 60 _____ MASTERS + 10 _____
MASTERS + 20 _____
MASTERS + 30 _____ DOCTORATE _____

The following courses were taken subsequent to the receipt or earning of baccalaureate degree. (List Chronologically)
Use reverse side of paper if additional space is needed. Only list additional courses taken beyond present salary step.

COURSE #	TITLE OF COURSE	INSTITUTION	DATE COMPLETED	COLLEGE CREDITS

_____
TOTAL

The applicant shall have his/her college submit:

evidence supporting the date of the receipt or earning of the baccalaureate degree

official transcript or transcripts of the courses listed and credits allowed.

Signed _____

Date _____