

# Advanced Credit Differential



## What is an Advanced Credit Differential?

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: or to a maximum of 30 hours after the award of a master's degree. Undergraduate hours will not be credited.

## What forms should I fill out?

This link can be used to access the ACD form. Make sure to be fill out every course/credit that is being claimed for credit from the transcript.



## What do I hand in from a college or university?



An official transcript must be submitted if you are claiming classes from an institution. This must be sent electronically from the University to [HRWageandSalary@buffaloschools.org](mailto:HRWageandSalary@buffaloschools.org) or sealed and mailed to the Wages and Salary office in 719A City Hall. ALL graduate level courses that you are claiming MUST be listed on the ACD form.

## What do I hand in for District Credit?

Log into PGS. Click on Transcript. Click on District. You can print as a PDF and send along with your form to [HRWageandSalary@buffaloschools.org](mailto:HRWageandSalary@buffaloschools.org).

## When will I see the change in my salary?

Courses/credits can be completed and submitted ongoing; however, adjustments are only made 1/31 and 7/1 -- once per semester.

For questions: Email Kimberly Thomas in HR