



Office of Salary Services Room 815
65 Court Street, Brooklyn, New York 11201

Application for Teacher Salary Differential(s)

Filing Instructions: Please complete this form to apply for all salary differentials not previously granted and attach all required documentation. You will receive a postcard acknowledging the date on which the application was received by the Office of Salary Differentials and Status (Room 815). Save this postcard. The date on the postcard is evidence of whether or not you filed within the 6 month time period for retroactivity.

Deadlines for filing are: Fall Courses – July 31st; Spring Courses – December 29th; Summer Courses – February 28th. Failure to file within the 6 month period will result in loss of retroactivity and a late effective date.

Documentation: All required original transcripts and other original documentation must be submitted with the application at the time of filing. Applications with missing documentation cannot be processed and will be returned as incomplete.

Section A: Personal Information

Last Name: _____ First _____ MI _____ Current License _____

Maiden or Other Name Appearing on Transcripts _____

Social Security # _____ - _____ - _____ File Number _____

Mailing Address _____

_____ Zip _____

School/Office _____ Borough _____ District _____

Status: Regularly Appointed/Date of Appointment _____ Per Diem (OPDC) Substitute/ Date of Original Certificate _____

Regular Substitute (non-appointed teacher)/Date of Original Certificate _____ Currently on leave

Section B Differential Information (Enter all data that applies to you.)

Bachelor's Degree _____ Date _____ School _____

Master's Degree _____ Date _____ School _____

Doctorate Degree _____ Date _____ School _____

Salary Differential Being Applied For: (Check the appropriate differential.)

- Bachelor's Degree + 30 approved credits (C2 First Differential)
- Bachelor's Degree + 30 approved credits with 36 credits in an Area of Specialization (C1+PD)
- Bachelor's Degree + 60 approved credits (C2+ID)
- Bachelor's Degree + Master's Degree+ 30 credits (C6+PD)
- Master's Degree (C2+PD)

Section C Educational Documentation (Please list all educational institutions for which you are attaching original student transcripts and any other required documentation.)

College/University	State	Completion Date	College/University	State	Completion Date

Section D Documentation of Credits (In this section if you are submitting excess course credits (credits not required for your Bachelor's or Master's degrees) to be applied toward your first or intermediate differential or if you are submitting course credits for an Area of Specialization, you must list them here in chronological order of completion.)

College/University	State	Course Title	Course Number	Date Completed	# Credits

