



September 26, 2019

To: Principals, Supervisors and PFSP Unit Members

From: Benefits Department

RE: Student Teaching Leave Applications for the 2019/2020 Spring/Summer for all PFSP Unit Members

Applications for PFSP Student Teaching leaves of absence for the Spring/Summer of the 2019/2020 school year may now be submitted for consideration. Approved Spring/Summer Student Teaching Leaves may be effective between January - August 2020. All application forms are due by **Tuesday, October 15, 2019.**

Student Teaching Leave application forms are available online at <https://www.pps.net/Page/14478> under the PFSP Student Teaching link. Up to five (5) PFSP Student Teaching Leaves, which shall include up to three (3) months of District-paid insurance for employees already enrolled in the SD #1 Health & Welfare Trust, shall be granted yearly.

**GENERAL REQUIREMENTS AND PROCEDURES FOR APPLICATION:**

- Application submissions must include:
  - Proof of program enrollment. To be eligible, Student Teaching must be completed with a Portland Public School only and not another district.
  - A current health form completed and signed by a licensed physician attesting to the unit member's satisfactory health.
  - Candidates must consult with their principal or immediate supervisor, whose signature is required on the application form.
- Send completed applications to one of the options listed below:

Portland Public Schools  
Department of Human Resources  
Attn. Ligena Hein, Director of Benefits  
P.O. Box 3107  
Portland, OR 97208-3107  
Email: [benefits@pps.net](mailto:benefits@pps.net)  
FAX: 503-916-3107

- Applicants must have been employed by Portland Public Schools for at least two (2) years prior to the request for a PFSP Student Teaching Leave.
- A Student Teaching Leave is not considered a break in consecutive service for the purpose of calculating salary placement, seniority, or retirement credit.

cc: Superintendent  
Area Directors  
Senior Director Special Education  
PFSP