



September 12, 2022

To: Principals, Supervisors and PFSP Unit Members

From: Leave Department

RE: Student Teaching Leave Applications for the 2022/2023 Spring Semester for all PFSP Unit Members

Applications for the spring 2022/2023 PFSP Student Teaching leaves of absence may now be submitted for consideration. Approved spring Student Teaching Leaves may be effective between January 2023 through June 2023. Completed forms are due by **Monday, October 10, 2022.**

Student Teaching Leave application forms are available online at <https://www.pps.net/Page/1710> under the PFSP Student Teaching link. Up to five (5) PFSP Student Teaching Leaves shall be granted yearly. A PFSP Student Teaching leave will include up to three (3) months of District-paid insurance for employees already enrolled in the SD #1 Health & Welfare Trust.

GENERAL REQUIREMENTS FOR APPLICATION:

- Student Teaching Leave submissions must include:
 1. A PFSP Student Teaching Leave **Application** for the spring 2022/2023 semester.
 2. **Proof of program enrollment.** To be eligible, Student Teaching must be completed with a Portland Public School only and not another district.
 3. A **current health form** completed and signed by a licensed physician attesting to the unit member's satisfactory health.
 4. Candidates must consult with their principal or immediate supervisor, whose **signature** is required on the application form.

Submit all of this information at one time to studentteach@pps.net. Do not submit your paperwork separately.

- Send completed application and documentation 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: studentteach@pps.net
FAX: 503-916-3107

A confirmation email of receipt will be sent to the applicant. A notice of approval or denial will be emailed to the applicant after the PFSP Student Teaching Leave Committee has reviewed the applications. Generally, the committee meets 1-2 weeks after the application deadline.

- 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
HR Talent Management
PFSP