



September 15, 2025

To: Principals, Supervisors and PFSP members

From: PPS Leave Department

RE: Student Teaching Leave Applications for the 2025/2026 spring semester for all PFSP members

Applications for a Student Teaching leave of absence for the spring semester of the 2025/2026 school year may now be submitted for consideration. Approved spring Student Teaching leaves will be effective between January 2026 – June 2026. **All application forms are due by Monday, October 13, 2025.**

PFSP 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 shall be granted each school year. 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.

***Note:** A PFSP Student Teaching leave is part of the PFSP collective bargaining agreement (Article 21, E, 4). This is not part of the Grow Your Own program, which is a separate leave program. If you are already approved for the Grow Your Own program, you do not need to submit a separate application for a PFSP Student Teaching Leave.*

### **GENERAL REQUIREMENTS FOR APPLICATION:**

PFSP employees must have a minimum of two (2) years of employment with the District to be eligible for a Student Teaching leave.

- Student Teaching Leave submissions must include:
  1. A PFSP Student Teaching Leave **Application** for the spring 2025/2026 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. Please do not submit your paperwork separately.**

**SEND COMPLETED APPLICATIONS TO:**

Mail: Portland Public Schools  
Human Resources  
Attn. Stacey Lukas, Benefits and Leaves Manager  
P.O. Box 3107  
Portland, OR 97208-3107

Or Email: [studentteach@pps.net](mailto:studentteach@pps.net)

Or 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 it has been reviewed, generally with 1 – 2 weeks after the application deadline.

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  
Senior Director of Schools  
Senior Director Special Education  
HR Workforce Management  
PFSP