

## al Packet Checklist

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Employee must request a Visiting Educator Approval Packet from Human Resource Services. All requests for Visiting Educator status must be completed by March 1<sup>st</sup> for the following year.

Ct **ificated or Classified Management Employee**  
**Requesting Leave Must:**

Complete PSL-F004 Request for Leave of Absence for Certificated and Classified Employees and submit to site/department administrator for approval.

Complete PSL-F192 Visiting Educator Approval Form, and submit to Associate Superintendent, Human Resource Services, for approval.

Read Sacramento City Unified School District Administrative Regulation AR 4161.4, Education Code §44951, and §44987, which are included with PSL-F192 Visiting Educator Approval Form.

Submit PSL-F193 Visiting Educator Return From Leave of Absence form to Human Resource Services at the end of the Visiting Educator Leave according to timelines established in Sacramento City Unified School District Administrative Regulation AR 4161.4.

**Administrative / Manageme**