



## Human Resource Services

### Visiting Educator Approval Form

**(Certificated Teachers, Certificated & Classified Management)**

Sacramento City Unified School District supports its employees in their pursuit of Visiting Educator assignments. Your *request* to serve as a Visiting Educator or to extend a current assignment requires approval of your site administrator, Human Resource Services, and the Superintendent's Cabinet. You must submit this form to Human Resource Services. Your request will be reviewed and approved or denied.



Step 3: Approval:

1. The Visiting Educator Approval Packet is submitted to Human Resource Services.
2. The Visiting Educator Processing Form information is gathered by Human Resource Services indicating the number of days for the leave and the total compensation that will be reimbursed by the county/state agency.

Total compensation includes salary, health and welfare, indirect costs, and all other district paid benefits.

3. All district costs, including health and welfare and indirect costs, must be reimbursed by the requesting agency.
4. The packet is submitted to the Superintendent's Cabinet for review and approval or denial.
5. After approval the Visiting Educator

