



# Talent Office

Chicago Public Schools Employee Services ▪ 125 S Clark Street, 2<sup>nd</sup> Floor ▪ Chicago, Illinois 60603  
Telephone (773) 553-1142 ▪ Fax (773)553-2821 ▪ EmployeeServices@cps.k12.il.us

## CHICAGO PUBLIC SCHOOLS APPLICATION FOR LEAVE TO STUDENT TEACH

### Form Checklist:

You have attached a letter from the university confirming enrollment in a student teaching program?  Yes

### Guidelines for Leave to Student Teach:

The Chief Executive Officer may grant educational support personnel employees who have been employed for not less than three (3) months student teaching leaves of absence without pay. For further information please reference the Rules of the Board of Education of the City of Chicago, Section 4-15a.

Date:  Employee ID:

Last Name:  MI:  First Name:

Home Address:  Apt:

City:  State:  Zip Code:  Home Phone Number:

School/Department:  Work Phone Number:

Work Address:  Position Number:

Job Title:  Unit Number:

Field of Study:

Total Leave Period:  From:  To:

I hereby resign from my Educational Support Personnel position if I fail to report for duty within five (5) days of the expiration of this leave of absence/extension. The effective date of the resignation will be the fifth day after the expiration of my leave of absence/extension.

**Applicant Signature:** \_\_\_\_\_ Date:

**Approved:** \_\_\_\_\_ Date:   
(Signature of Principal/Department Head)

Approved:  Yes  No Approved by: \_\_\_\_\_

Date of Hire:  Effective Date:  Expiration Date:

Accredited School:

Please submit the form and documentation via fax, mail, or in person to:

**Employee Services**  
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Chicago, IL 60603  
GSR # 125  
EmployeeServices@cps.k12.il.us  
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