



Human Resource Services

Personnel Forms

Key to ISO Commonly Used Forms

Access ISO Forms: SCUSD Internet, Human Resources, Documents

Absence Reports

Certificated Employee Absence Report	PSL-F013	Rev. A
Employee Absence Report	PSL-F012	Rev. C

Administrator Request for a New or Revised Position Description

Administrator Request for a New or Revised Position Description	PSL-F212	Rev. B
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Administrator Selection Panel

Request to Participate on Administrator Selection Panel	PSL-F202	Rev. B
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Athletic Coach Packet

Athletic Coach Packet	PSL-F176	Rev. B
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Authorization for Direct Deposit

Authorization for Electronic Money Transfer	PSL-F086	Rev. B
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Catastrophic Leave / Donation

Confidential Employee Donation Form for Catastrophic Leave	PSL-F224	Rev. A
CSA Catastrophic Leave Request	PSL-F232	Rev. A
CSA Donation Form for Catastrophic Leave	PSL-F233	Rev. A
Non-Represented Management Donation Form for Catastrophic Leave	PSL-F223	Rev. A

Catastrophic Leave/Donation (continued)

Non-Represented Supervisor Donation Form for Catastrophic Leave	PSL-F222	Rev. A
SCTA Donation Form for Catastrophic Leave	PSL-F220	Rev. A
SEIU Catastrophic Leave Request	PSL-F207	Rev. A
SEIU Donation Form for Catastrophic Leave	PSL-F208	Rev. B
Superintendent's Cabinet Donation Form for Catastrophic Leave	PSL-F221	Rev. A

Customer Survey for Human Resource Services Department Only

Human Resource Services Customer Survey	PSL-F189	Rev. A
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Emergency Data

Emergency Data	PSL-F053	Rev. A
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Employee Tuberculin Testing Questionnaire

Employee Tuberculin Testing Questionnaire	PSL-F011	Rev. B
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Enrollment Class Report

Elementary School Enrollment Class Report	PSL-F205	Rev. A
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Evaluations: Certificated Teacher (Content Standard)

Certificated Teacher (Content Standard) Pre-Evaluation Conference Record	PSL-F106	Rev. B
Documentation of Teacher Evaluation Process	PSL-F106A	Rev. B
Certificated Teacher (Content Standard) Option 1 Formative/Summary Evaluation	PSL-F107A	Rev. C
Certificated Teacher (Content Standard) Option 2 Plans to Achieve Student Progress/Professional Growth Goal Setting	PSL-F108A	Rev. B
Mild-Moderate Special Day Class Teacher (Content Standard) Option 1 Formative/Summary Evaluation	PSL-F107B	Rev. A
Mild-Moderate Special Day Class Teacher (Content Standard) Option 2 Plans to Achieve Student Progress/Professional Growth Goal Setting	PSL-F108B	Rev. A
Moderate-Severe Special Day Class Teacher (Content Standard) Option 1 Formative/Summary Evaluation	PSL-F107C	Rev. A
Moderate-Severe Special Day Class Teacher (Content Standard) Option 2 Plans to Achieve Student Progress/Professional Growth Goal Setting	PSL-F108C	Rev. A
Resource Specialist (Special Education-RSP) (Content Standard) Option 1 Formative/Summary Evaluation	PSL-F107D	Rev. A
Resource Specialist (Special Education-RSP) (Content Standard) Option 2 Plans to Achieve Student Progress/ Professional Growth Goal Setting	PSL-F108D	Rev. A

Evaluations: Certificated

Evaluation: Athletic Director	PSL-F109	Rev. A
Evaluation: Behavior Intervention Specialist, Special Education Department	PSL-F110	Rev. A
Evaluation: Child Welfare and Attendance Counselor	PSL-F111	Rev. A
Evaluation: Children's Center Nurse	PSL-F112	Rev. A
Evaluation: Children's Center Teacher	PSL-F113	Rev. A
Evaluation: Clinician, Psychologist/Social Worker	PSL-F270	Rev. A
Evaluation: Counselor	PSL-F114	Rev. A
Evaluation: Counselor, English Language Learner	PSL-F115	Rev. B
Evaluation: Department Chairperson	PSL-F116	Rev. A
Evaluation: Diagnostic Teacher, Special Education	PSL-F117	Rev. A
Evaluation: Drug, Alcohol, and Tobacco Education Specialist	PSL-F118	Rev. A
Evaluation: Educational Audiologist	PSL-F119	Rev. A
Evaluation: Employee Relations Liaison	PSL-F120	Rev. A
Evaluation: Head Teacher, Language, Speech and Hearing Specialist	PSL-F121	Rev. A
Evaluation: High School Mathematics Demonstration Teacher	PSL-F122	Rev. A
Evaluation: Itinerant Teacher, Remedial Physical Education	PSL-F123	Rev. A
Evaluation: Language, Speech and Hearing Specialist	PSL-F124	Rev. A
Evaluation: Librarian	PSL-F125	Rev. A
Evaluation: Program Specialist, Adult Education	PSL-F126	Rev. A
Evaluation: Program Specialist, Bilingual Education	PSL-F127	Rev. A



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Evaluations: Certificated (continued)

Evaluation: Program Specialist, Counseling	PSL-F128	Rev. A
Evaluation: Program Specialist, Designated Instruction Services, Communicatively Handicapped	PSL-F129	Rev. A
Evaluation: Program Specialist, Gifted and Talented Education	PSL-F130	Rev. A
Evaluation: Program Specialist, Nutrition Education Project	PSL-F131	Rev. A
Evaluation: Program Specialist, Recruitment and Retention of Females in Non-Traditional Vocational Programs	PSL-F132	Rev. A
Evaluation: Program Specialist, Special Education	PSL-F133	Rev. A
Evaluation: Project Burger King Academy, Resource Teacher	PSL-F134	Rev. A
Evaluation: Project Facilitator California New Teacher Support	PSL-F135	Rev. A
Evaluation: Resource Specialist, Career Development and Vocational Assessment-DIS	PSL-F137	Rev. A
Evaluation: Resource Specialist, Consolidated Programs	PSL-F138	Rev. A
Evaluation: Resource Teacher, Adult Basic Education	PSL-F139	Rev. A
Evaluation: Resource Teacher, American Indian Education	PSL-F140	Rev. A
Evaluation: Resource Teacher, Bilingual Program (Elementary)	PSL-F141	Rev. A
Evaluation: Resource Teacher, Compensatory Preschool and Parent Education	PSL-F142	Rev. A
Evaluation: Resource Teacher, Elementary	PSL-F143	Rev. A

Evaluations: Certificated (continued)

Evaluation: Resource Teacher, Gifted and Talented Education	PSL-F144	Rev. A
Evaluation: Resource Teacher, Magnet Assistance Grant	PSL-F145	Rev. A
Evaluation: Resource Teacher, Multilingual Education	PSL-F146	Rev. A
Evaluation: Resource Teacher, Secondary School (Middle and High)	PSL-F147	Rev. A
Evaluation: Resource Teacher, VAPAC (Visual and Performing Arts Centre)	PSL-F148	Rev. A
Evaluation: Resource Teacher, Vocational Education (Career Education)	PSL-F149	Rev. A
Evaluation: ROP (Regional Occupational Program) Counselor	PSL-F150	Rev. A
Evaluation: School Audiometrist	PSL-F151	Rev. A
Evaluation: School Nurse	PSL-F152	Rev. A
Evaluation: School Psychologist	PSL-F153	Rev. A
Evaluation: School Social Worker	PSL-F154	Rev. A
Evaluation: Severely Handicapped-Autistic Class Teacher, Special Education, Elementary-Secondary	PSL-F155	Rev. A
Evaluation: Special Class Teacher, SOL/Aphasic	PSL-F157	Rev. A
Evaluation: Special Project Teacher, Adult Education	PSL-F158	Rev. A
Evaluation: Teacher, Aurally Handicapped	PSL-F159	Rev. A
Evaluation: Teacher, Driver Training	PSL-F160	Rev. A
Evaluation: Teacher, Orthopedically Handicapped (Physically Handicapped)	PSL-F161	Rev. A
Evaluation: Teacher, Parent-Preschool Education	PSL-F162	Rev. A



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Evaluations: Certificated (continued)

Evaluation: Teacher, Pregnant Minors	PSL-F163	Rev. A
Evaluation: Teacher, Visually Handicapped (Physically Handicapped)	PSL-F165	Rev. A
Evaluation: Teacher, Vocational Center	PSL-F166	Rev. A
Evaluation: Teaching Chairperson, Special Education Center	PSL-F167	Rev. A
Evaluation: Training Specialist	PSL-F168	Rev. A
Evaluation: Training Specialist, High School	PSL-F169	Rev. A
Evaluation: Training Specialist, Special Education	PSL-F170	Rev. A
Evaluation: Traveling Instrumental Music Teacher	PSL-F171	Rev. A
Evaluation: Vocational Specialist	PSL-F172	Rev. A
Evaluation: Vocational Specialist-Handicapped	PSL-F173	Rev. A
Evaluation: Vocational Teacher for the Handicapped	PSL-F174	Rev. A

Evaluation: Certificated Charter School

Certificated Personnel Evaluation Charter School	PSL-F105	Rev. A
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Evaluation: Certificated Substitute (Teacher)

Substitute Teacher Evaluation Notice, Cover Sheet, and Form	PSL-F100	Rev. C
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Evaluations: Classified and Improvement Plan

Performance Evaluation of Classified Personnel	PSL-F102	Rev. C
Evaluation of Probationary Classified Personnel	PSL-F099	Rev. B
Improvement Plan – Classified	PSL-102A	Rev. A

Evaluation: Classified Substitute

Classified Substitute Evaluation	PSL-F101	Rev. E
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Evaluation: Management

Management Evaluation of Work Performance	PSL-F104	Rev. A
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Exit Interview

Exit Interview Questionnaire (Resignation/Retirement)	PSL-F196	Rev. A
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Family Medical Leave of Absence (FMLA)

Medical Leave: Employee's Serious Health Medical Condition	PSL-F007A	Rev. E
Application for Family Medical Leave: Family Member's Serious Health Medical Condition	PSL-F007B	Rev. E

Formal Classification Review

Request for Formal Classification Review (Classified Employees)	PSL-F033	Rev. A
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High School Student Application

High School Student Application	PSL-F183	Rev. A
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Interview Packets

Applicant Reference Check (Certificated)	PSL-F083	Rev. A
Certificated Interview Team Report and Recommendation	PSL-F084	Rev. B
Classified Interview Form	PSL-F079	Rev. A
Classified Summary Rating Sheet	PSL-F080	Rev. A
Classified Interview Team Report and Recommendation	PSL-F081	Rev. C
Applicant Reference Check (Classified and Management)	PSL-F082	Rev. A



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Leave of Absence

Leave of Absence Request Checklist	PSL-F094	Rev. C
Request for Disability Leave of Absence Certificated Employees	PSL-F005	Rev. B
Request for Leave of Absence Certificated and Classified Employees	PSL-F004	Rev. A
Return From Leave of Absence	PSL-F095	Rev. C

Name, Address, or Telephone Change

Change of Address and/or Telephone Number	PSL-F027	Rev. F
Request for Name Change	PSL-F026	Rev. B

NCLB

No Child Left Behind (NCLB): All Teachers	PSL-F091	Rev. A
No Child Left Behind (NCLB): Teachers New to the Profession	PSL-F092	Rev. A
No Child Left Behind (NCLB): Teachers Not New to the Profession	PSL-F093	Rev. A

Overtime/CTO

Prior Approval for: Overtime or CTO	PSL-F030	Rev. A
Overtime Compensation Verification	PSL-F031	Rev. A

Paraprofessional Qualifications Checklist

Paraprofessional Qualifications Checklist (NCLB)	PSL-F197	Rev. B
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Professional Growth: Classified

Request for Prior Approval of Classified Professional Growth	PSL-F002	Rev. C
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Professional Improvement: Certificated

Professional Improvement Plan Preapproval Application	PSL-F035	Rev. A
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Professional Improvement: Certificated (continued)

Request for Approval of Completed Features of Professional Improvement Plan	PSL-F036	Rev. A
Professional Improvement Plan Preapproval Application-New Column Program	PSL-F037	Rev. A
Request for Approval of Completed Features of Professional Improvement Plan-New Column Program	PSL-F038	Rev. A
Professional Training Prior Approval Request (Four-Year College or University Courses Only)	PSL-F039	Rev. A

Request to Participate on Administrator Selection Panel

Request to Participate on Administrator Selection Panel	PSL-F202	Rev. B
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Requisition for Per Diem Personnel

Requisition for Per Diem Personnel	PSL-F003	Rev. A
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Resignation/Retirement Form

Resignation/Retirement	PSL-F008	Rev. D
Resignation and Retirement Site Checklist of Items to be Returned-Notifications	PSL-F203	Rev. D

Salary Plan

Salary Plan for Certificated Personnel	PSL-F188	Rev. B
Salary Plan for Classified Personnel	PSL-F200	Rev. B

School Site Substitute Teacher Packet

Standardized School Site Substitute Teacher Packet	PSL-F249	Rev. B
Substitute Teacher End-of-Day Report	PSL-F250	Rev. B
Classroom Management/Organization, Use of Technology, Comprehensive Safe School Plan, First Aid	HR	Intranet



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Sick Leave Balance

Request for Sick Leave Balance	PSL-F063	Rev. D
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Sign-In Sheet

Sign-In Sheet	PSL-F001	Rev. D
Sign-In Sheet—Sexual Harassment Training	PSL-F001A	Rev. A

Substitute Requests

Request for Additional Classified Substitutes (Additional/Extra Help Only)	PSL-F234	Rev. B
Substitute Profile Sheet	PSL-F059	Rev. C

Summer School Job Postings

Request for Summer School Job Postings	PSL-F190	Rev. A
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The Work Number

How to Use the Work Number	PSL-F097	Rev. A
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Title IX Grievance

Title IX Grievance Review Request	PSL-F088	Rev. F
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Uniform Complaint

Complaint Form	PSL-F089	Rev. D
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Vacation Request

Vacation Request	PSL-F014	Rev. B
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Visiting Educator

Visiting Educator: Approval Packet Checklist	PSL-F191	Rev. B
Visiting Educator Approval Form	PSL-F192	Rev. A
Visiting Educator Return From Leave of Absence	PSL-F193	Rev. A
Acknowledgement of Notice of Release From Administrative Position for Failing to Provide Notice of Return From Visiting Educator Program (Administrative/Management Only)	PSL-F194	Rev. A

Workers Compensation Reporting

Workers Compensation Reporting Acknowledgement and Agreement to Comply	PSL-F057	Rev. D
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Working Out of Classification

Request for Working Out of Classification (Classified Employees)	PSL-F032	Rev. A
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ALWAYS PRINT ISO PERSONNEL FORMS FROM THE INTERNET. ENSURE THAT COPIED FORMS ARE THE MOST CURRENT VERSION.