

Sacramento City Unified School District Substitute Resource Guide



Substitute Office

Suboffice@scusd.edu or 916-643-9493

Frontline: 1-800-942-3767

Frontline Web Address: <https://www.scusd.edu/frontline-login>

District Email Help: Technology Department at 916-643-9445 or
Support@scusd.edu

Employment Application: www.Edjoin.org

Edjoin Application Help: 1-888-900-8945

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Chief Human Resources Officer

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Chief Academic Officer



Welcome to Sacramento City Unified School District

You have been selected to provide an important service to the students of the Sacramento City Unified School District (SCUSD) as a member of OUR substitute work force. You will make a significant contribution to the instructional program by carrying out the duties assigned to you as a substitute. The role of a substitute is a challenging one, which brings with it rewards and the opportunity to assist in the development of SCUSD's greatest asset . . . our students.

You will find many members of our staff ready and willing to give you all of the help and support they can. Please do not hesitate to ask for assistance and offer any suggestions that you believe may enable you to do an effective and satisfying job. We encourage you to share your thoughts with us using the substitute feedback form-on our website.

The New Employee Orientation is provided to explain substitute procedures and to answer any of your questions. Administrators, Principals, School Office Managers, and School Plant Operations Managers of the schools to which you are assigned will give you more detailed information about your duties and the various procedures at their specific school site/department.

The Administrators and Principals will also be asked to evaluate your work. If you are applying for full-time jobs in our district, this evaluation may be an important consideration in your selection.

Welcome,

Human Resource Department Team

Department Contacts

Substitute Services

To reach Substitute Services please call 916-643-9493 or email Suboffice@scusd.edu. Office hours are 6:30 am to 4 pm Monday-Friday effective August 1, 2023

District Operator: 916-643-7400

Human Resource Services: 916-643-9050 or HR@scusd.edu

Payroll & Employee Benefits Department: 916-643-9400 or Payroll@scusd.edu

Child Development Department: 916-643-7884

Special Education Department: 916-643-9122 or 916-643-9116

Youth Development Department: 916-643-7919

Security Services: 916-643-7444

Technology Department: Support@scusd.edu or 916-643-9445

Facilities & Operations Department: 916-395-3977 ext: 450030

Dean Bolander-Operation Supervisor: 916-592-8116

Pablo Martin-Operation Supervisor: 916-752-3624

Edward Molina-Operation Supervisor: 916-914-9158

Lynzey Hannigan -Operation Supervisor: 916-507-3724

Employment

Email of Approval to start Substituting

You will receive an invitation via e-mail authorizing you to work, typically no more than 1- week after attending New Employee Orientation.

If you have not received this email from Substitute Services within that timeframe, please feel free to email Suboffice@scusd.edu.

You will need to call the Frontline System at **1-800-942-3767**. You will be prompted to enter your ID number (followed by the # sign) or Logging into the Web at: <http://www.aesoponline.com>. Enter your ID number and PIN; then, click Login.

Resignation/Retirement

If you choose not be a substitute with our district, please submit your PSL-F008- Resignation form which is available at the district office. The district will then remove your name from the active list so that you no longer receive requests to be a substitute.

Termination/Remaining Active

In order to remain active as a substitute in the Automated Frontline System, you must routinely accept substitute jobs. If you do not accept any jobs within a **two (2)-month period**, your status as an active substitute will change.

If you have been removed and wish to be considered as a substitute again, you must reapply for consideration. SCUSD currently hires based on district needs. Substitutes that consistently accept jobs will be given priority preference.

Address/Name Changes

MyPortal is a secure digital resource for employees that provides online access to HR, Benefits and Payroll information from any internet-connected device. Use of this resource is not mandatory – it is being offered as a convenient alternative to traditional face-to-face or paper-based options that will continue to be available to employees.

Pay Periods & Pay Dates

All substitutes may access their electronic timesheet via Frontline at <https://www.scusd.edu/frontline-login>. Once you have logged in you can click on the *History* tab. Select *Custom* and enter the current pay period then click *Go*. Please make sure you review your time weekly but defiantly no later than the 25th of each month. If you see a discrepancy, please contact that site or department immediately so that there is no delay in your payout.

Pay period starts on the 26th of each month and ends on the 25th of the following month. Substitutes are paid on the 15th of each month.

Example: August 26th thru September 25th is Payable October 15th

Note

All sites and departments are closed for two weeks during Winter Break. Due to Winter Break, your compensation for November 26th through December 25th is typically paid one week after January 15th. To confirm the payday for January 2023, please visit our website at www.scusd.edu under Payroll Department or you may call the Payroll Department directly at 916-643-9400.

District Email Address

As a SCUSD Substitute, you will receive a District e-mail address roughly five (5) days after you being activated in our Frontline System by our Substitute Office. The **Frontline System is a web-based system** therefore, you will receive all communication to your District e-mail account.

Your District e-mail will receive notifications sent from the Frontline System, you will also receive communication sent to all SCUSD employees including but not limited to Job Announcement notifications and communication from our Superintendent.

Having problems access, your district email account: **Contact our IT Department at 916-643-9445 or at Support@scusd.edu from 7 am to 5 pm and have your Employee ID # Ready.** This can be found on the top of your Paystub.

Substitute Evaluation Process

The evaluation of the substitutes who serve in our schools and offices helps us in identifying effective substitutes and in assigning each substitute where he/she will serve most effectively. The items on the evaluation form are similar to those used for regular employees.

Principals and Administrators will evaluate your service and forward their reports to Human Resource Services where evaluations are placed in your personnel file.

To review your personnel file, you may submit a Request for Employee Records (PSL- F085) to Human Resource Services, Attention: Customer Service Specialist, in person, via fax (916 399-2016), or via inter-district mail (Box 770). The Customer Service Specialist will contact you when your file is available for review.

Principals and Administrators are able to send evaluations regarding your job performance to indicate both areas of outstanding noteworthy performance as well as to indicate areas of potential growth. Please note, if you have served in one school for several days, you may request that the principal submit an evaluation to Human Resource Services.

SUBSTITUTE EVALUATION PROCESS AND WARNING LETTER NOTIFICATION

Substitutes may be dismissed at any time at the discretion of the Board of Education pursuant to Education Code Section 44953. Substitutes in the Sacramento City Unified School District work on an on-call, as needed basis, and there are no guarantees or rights to permanent, regular employment within the district. All evaluations are treated as confidential information. Should a substitute be found to be unsatisfactory, he/she will receive notice from the Human Resource Services Director and may be removed from active service.

Negative evaluations, as well as "no shows" or "cancellations" to substitute assignments which you have accepted, can ultimately affect your employment status with the district.

EXPECTATIONS OF A SUBSTITUTE

- Arrive to work on time.
- Report to assignments. Avoid cancelling at the last minute.
- Be sure to communicate with Site Administrator, School Office Manager, and School Plant Operations Manager (SPOM).

SCUSD Automated Frontline System

This is how you accept job assignments as a substitute with SCUSD

www.Frontlineeducation.com or <http://subs.scusd.edu>

1-800-942-3767



Absence Management
Formerly Aesop

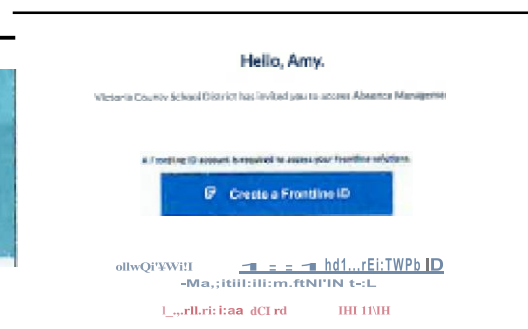
Identity Management

Once your organization upgrades to the Frontline Insights Platform, you can begin to utilize new and improved system functionality! These new upgrades allow you to log in to all your Frontline applications with a single username and password and to access any frontline application via a single URL.

GETTING STARTED

On the date your district upgrades, you will receive an invitation email to create a Frontline ID account.

This new account replaces your former login credentials and allows you to collectively access all your different Frontline applications via a new, single username and password.



Click Create a Frontline ID within the invitation email.

This selection takes you to a registration page where you must agree to login credentials in accordance to Frontline requirements.

CREATING AN ACCOUNT

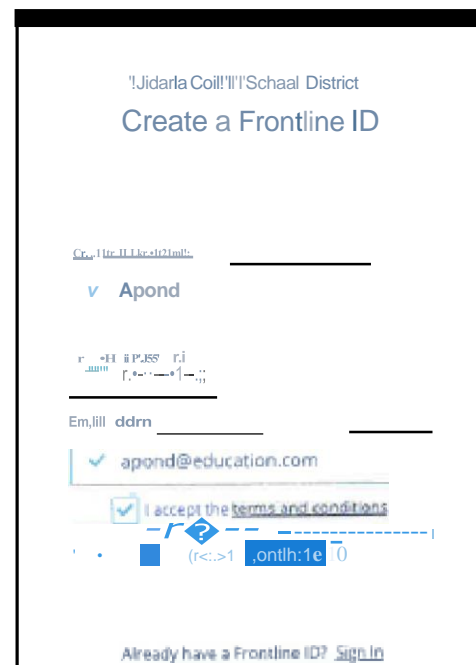
Your new username must contain 1 alphabet character, 1 number and at least 4 total characters. (You can only use your email address, first initial and last name, or a different, not district-preferred combination.)

The password must have 1 alphabet character, 1 number or special character, and 8 total characters.

Include an email address to provide a means for password recovery and click the checkbox to accept the **terms and conditions**.

Once you are finished, click **Create Frontline ID**.

The system signs you in with your new username and password and requires these credentials for any future login.



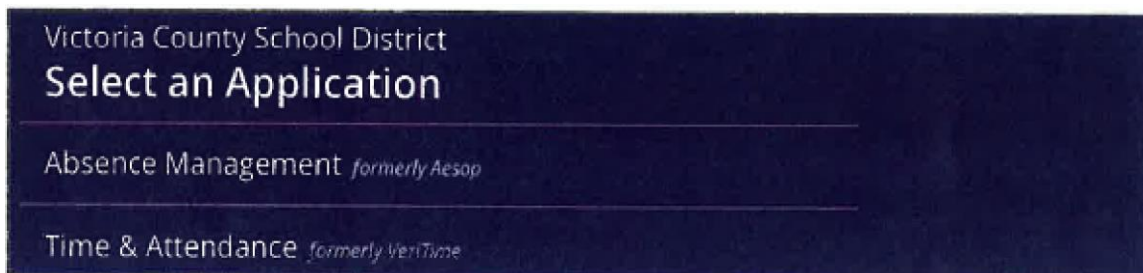
SIGN ON PAGE

With the creation of your new Frontline ID at m1.mt, you access all your Frontline applications through a single sign-on page.

Go to goai.wronhineducation.com, enter your username and password, and click **Sign In**. The system recognizes your account configurations, and presents application options based on your organizational setup.

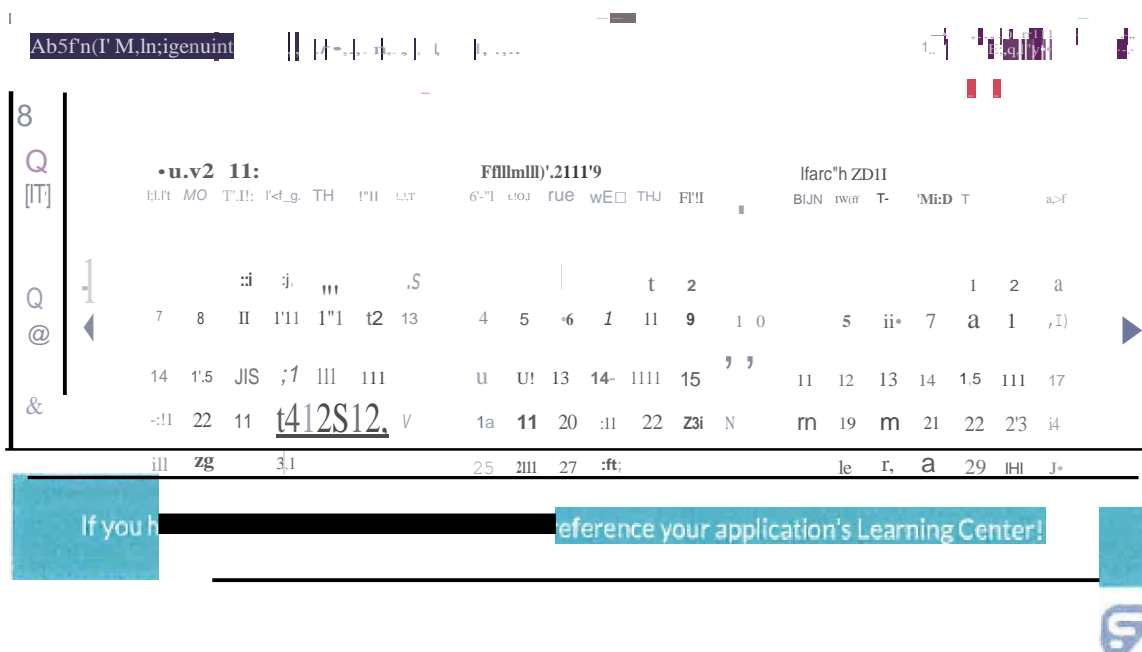


If you belong to multiple organizations, the system will prompt you to choose which organization you want to access. And once selected, you will then choose from a list of your accessible Frontline applications.



LAYOUT

When you log in, the system will display a side navigation bar that has application-specific options, and you will have a series of selectable options along the top purple bar. From this top bar, you can alternate between applications, districts (if applicable), access help resources, and manage your account.



Substitute Teacher Information Section



Substitute Teachers

Credentials

Frontline System will notify you 60 days before your credential expires by sending you an email to your district email address. Your credential must be renewed before it expires at www.ctc.ca.gov. If you have renewed your credential directly with the California Commission for Teacher Credentialing, it is your responsibility to provide verification to the Substitute Office once CCTC has approved your request.

30-day Substitute Permits

Question: How long are 30-day substitute permit holders authorized to teach?

Answer: The permit authorizes the holder to serve as a substitute teacher:

- *Not more than 30 days (20 for Special Education)

- *For one teacher

- *During one school year

Long Term Assignments for Day-to Day Substitute Teachers

Eligibility: Fully credentialed day-to-day substitutes working in excess of 30 consecutive days, who are responsible for lesson planning and all other teacher duties, will receive pay based on their placement on the regular teachers' salary schedule at their daily rate for the period of time they are in the position listed above.

The fully credentialed day-to-day substitute will be eligible for one day of "sick leave" for each 20 days worked. The "sick leave" will be paid at the rate of which they are earning at the time of their absence. The "sick leave" must be earned before it can be used, and unused sick leave cannot be carried beyond each assignment per fiscal school year. It cannot be used for any substitute teaching assignment except for the same position which qualifies for the long-term daily rate. If a day is missed for any reason in this assignment other than illness, it is considered a "break in service." The pay rate will revert back to the second step of the substitute pay schedule

Substitute Teachers Salary Information

TK-12 Sites:

1st Step: \$154.34 per full day up to and including the fifth day of service.

2nd Step: \$355.00 per full day of service from the sixth day of assignment.

Partial Day Compensation for Substitute Teachers

K-12/Adult Education Substitutes

- Any amount of time up to and including 3 hours = ½ day
- More than 3 hours up to and including 4 hours = 2/3 day
- More than 4 hours = 1 day

Children's Center Sites

- Any amount of time up to and including 4 hours = ½ day
- More than 4 hours up to an including 5 ½ hours = 2/3 day
- More than 5 ½ hours = 1 day

Substitute Assignment Change

If a job was canceled or changed, you will be notified of this change through your district email address that is connected to your Frontline account. Please check your district email before leaving to your work location.

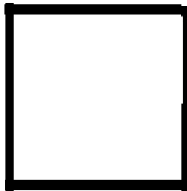
If you report to your site and there is no longer a need for your services or the job was placed in error, you may be entitled to a ½ day of pay. * However, the site can use you in any certificated capacity for up to a 1/2 day if needed. If you refuse to stay, you forfeit your ½ day pay.

Please note, in instances where a change is needed for your work assignment as noted above, the site may call the substitute services offices to attempt to find an alternative location for you. If work is available and you refuse the assignment, you will forfeit the ½ day pay.

Canceling a Substitute Job in Frontline

To cancel a job, you have accepted on our Frontline System, you must call **12 hours before the job begins**. If it is **less than 12 hours**, you must contact the Substitute Office directly at (916) 643-9493 **and** notify the school or department.

Human Resource Services monitors substitutes who frequently cancel accepted substitute assignments; cancellations have a negative impact on the needs of our schools and departments. If you accept a substitute job, you must be committed to working. Communication is crucial expected and appreciated.



Human Resource Services

Classroom Management/Organization, Use of Technology,

Comprehensive Safe School Plan, First Aid

TIPS • SUCCES6RJL SUBSTITUTING

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Human Resources & Employee Compensation Services Substitute Teacher End-of-Day Report

(\ iia School] Office Manager" and Regular Classrooms Teacher)

Weloometto

School

Substitute's Name:	Phone Number:
Regular Teacher's Name:	Sub Number:
Grade / Subject:	Today's Date:

Elementary Curriculum: Were you able to get through everything in the Lesson Plan? If not, please list in each tblt.mtl.JWC.dttto be oov,el'led.

Language Arts: ☐ Yes ☐ No

Math: ☐ Yes ☐ No

Other:

Were students able to participate in activities scheduled outside the classroom (e.g., PE, Library, Computer Lab, Science, Art) ☐ Yes ☐ No

Secondary Curriculum: Were you able to get through everything in the Lesson Plan? If not, please list areas that still need to be corrected.

Period 1: ☐ Yes ☐ No

Period 2: ☐ Yes ☐ No

Period 3: ☐ Yes ☐ No

Period 4: ☐ Yes ☐ No

Period 5: ☐ Yes ☐ No

Period 6: ☐ Yes ☐ No

Additional Comments:

Elementary and Secondary Students

If students were particularly helpful, please list their names:

If students were only disruptive, please list their names and briefly describe the problem/situations:

General comments about the class:

Please list anything that the teacher or the school office could provide that would be helpful to the next student teacher in the future.

Would you like to submit this for this class or other classes here in the future? ☐ Yes ☐ No Please share input.



Please submit this completed form, to the office when you return in your keys and visitor badge. The School Office Manager may verify and approve you. If online student jobs in Student Pay.

For Principal/Assistant Principal Use Only

Substitute Classified Information Section



Classified Substitutes

Clerical Sub positions:

\$18.19 Clerk I	\$19.45 Print Shop Technician
\$18.19 Clerk II	\$20.87 Bookkeeper/Controller
\$19.45 Clerk III	\$16.68 Customer Service Specialist
\$19.88 Office Technician I	\$23.36 Registrar
\$20.76 Office Technician II	
\$20.05 Office Technician III	
\$20.57 Office Technician IV (High School Only)	
\$19.45 Attendance Technician I	
\$20.76 Attendance Technician II	
\$20.95 Fiscal Services Technician I	
\$20.95 School Office Manager I & II	
\$21.40 School Office Manager III	

Substitute Instructional Aides positions:

\$18.19 Instructional Aide
\$18.19 Children Center Aide
\$18.19 Special Education Aide

Substitute Custodians:

\$18.19 Custodian 1st Shift (ends no later than 9:00 p.m.)
\$19.10 Custodian 2nd Shift (begins after 9:01 p.m.)

Substitute Campus Monitor:

\$18.19 Campus Monitor

Substitute Warehouse Worker:

\$22.96 Warehouse Worker

Classified Substitutes cont.

Substitute Assignment Change

If a job was canceled or changed, you will be notified of this change through your district email address that is connected to your Frontline account. Please check your district email before leaving to your work location.

If you report to your site and there is no longer a need for your services or the job was placed in error, you may be entitled to a 2 hours of pay. * However, the site can use you in any capacity for up to a 2 hours if needed. If you refuse to stay and complete the assignment as requested, you forfeit your 2 hours of pay.

Please note, in instances where a change is needed for your work assignment as noted above, the site may call the substitute services office to attempt to find an alternative location for you. If work is available and you refuse the assignment, you will forfeit the 2 hours of pay.

Canceling a Substitute Job in Frontline

To cancel a job, you have accepted on our Frontline System, you must call **12 hours before the job begins**. If it is **less than 12 hours**, you must contact the Substitute Office directly at (916) 643-9493 **and** notify the school or department.

Human Resource Services monitors substitutes who frequently cancel accepted substitute assignments; cancellations have a negative impact on the needs of our schools and departments. If you accept a substitute job, you must be committed to working. Communication is crucial expected and appreciated.

Healthy Family Act of 2014



HOW QUALIFYING EMPLOYEES ACCRUE AND TAKE PAID SICK LEAVE?

A qualifying employee begins to accrue paid sick leave beginning on July 1, 2015, or if hired after that date on the first day of employment. An employee is entitled to use (take) paid sick leave beginning on **the 90th day of employment**. SCUSD provide at least three days of paid sick leave per year.

HOW DO I QUALIFY FOR PAID SICK LEAVE?

Work for the same employer, on or after January 1, 2015, for at least 30 days within a year in California, and satisfy a 90- day employment period (similar to a probationary period) before taking any sick leave.

WHAT IF I WORK LESS THAN 30 DAYS IN CALIFORNIA WITHIN A YEAR?

If you work less than 30 calendar days within a year for the same employer in California, then you are not entitled to paid sick leave under this new law.

WHAT IF I WORK MORE THAN 30 DAYS IN CALIFORNIA WITHIN A YEAR BUT LESS THAN 90 DAYS?

The 90 calendar day period works like a probationary period. If you work less than 90 days for your employer, you are not entitled to take paid sick leave.

DOES PAID SICK LEAVE APPLY TO ALL EMPLOYEES WHO WORK IN CALIFORNIA?

All employees who work at least 30 days for the same employer within a year in California, including part-time, per diem, and temporary employees, are covered by this new law with some specific exceptions.

Employees exempt from the paid sick leave law include:

- Employees covered by collective bargaining agreements with specified PROVISIONS.
- Retired annuitants working for governmental entities.

WHAT HAPPENS IF I RETURN TO WORK FOR THE SAME EMPLOYER AFTER MORE THAN ONE YEAR?

The paid sick leave law does not require that your accrued sick leave be restored to you.

HOW DOES AN EMPLOYER SATISFY THE PROVISION FOR PUTTING THE FULL AMOUNT OF LEAVE INTO MY LEAVE BANK UNDER THE ALTERNATIVE “UP-FRONT” (OR ADVANCE) METHOD FOR PROVIDING PAID SICK LEAVE?

The law states that an employer is **not required** to have an accrual or carryover policy for paid sick leave if the “full amount of leave” is provided to employees at the beginning of each year of employment, calendar year or 12-month period. The “full amount of leave” that an employer is required to provide under this provision is at least three days of paid sick leave. For initial hires, however, the employee must still meet the 90-day employment requirement prior to taking any paid sick leave.

WHAT CAN I USE PAID SICK LEAVE FOR?

You can take paid sick leave for yourself or a family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if you are a victim of domestic violence, sexual assault or stalking

- Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling.
- Preventive care would include annual physicals or flu shots

The employee may decide how much paid sick leave he or she wants to use (for example, whether you want to take an entire day, or only part of a day). *Your employer can require you to take a minimum of at least two hours of paid sick leave at a time.*

DO I HAVE TO NOTIFY MY EMPLOYER BEFORE TAKING SICK LEAVE?

The employee must notify Site/Sub Office in advance if the sick leave is planned, as may be the case with scheduled doctors' visits. If the need is unforeseeable, the employee need only give notice as soon as practical, as may occur in the case of unanticipated illness or a medical emergency.

Note to Substitute Employees: Please ensure all fields are completely filled out on this Form-12b. This is a required document and must be delivered to the Substitute Office no later than the 25th of each month. Failure to do so will result in the absence being considered as unauthorized, and a non-paid day.

WHEN I TAKE PAID SICK LEAVE, WILL I GET PAID AS I NORMALLY DO FOR THE APPLICABLE PAY PERIOD?

The new law requires that an employer provide payment for sick leave taken by an employee no later than the payday for the next regular payroll period after the sick leave was taken. This does not prevent an employer from making the adjustment in the pay for the same payroll period in which the leave was taken, but it permits an employer to delay the adjustment until the next payroll. For example, if you did not clock in for a shift and therefore were not paid for it but utilized your paid sick leave, your employer would have to pay you not later than the following pay period and account for it in the wage stub or separate itemized wage statement for that following regular pay period.

DO I HAVE THE RIGHT TO CASH OUT MY UNUSED SICK DAYS, LIKE I CAN WITH VACATION AND PAID TIME OFF?

No, not unless your employer's policy provides for a payout. If you leave your job and get rehired by the same employer within 12 months, you can reclaim (restore) what you had accrued in paid sick leave, provided it was not paid out pursuant to a paid time off policy at termination.

WHAT STEP OR HOURLY RATE WILL I BE PAID OUT AS?

If you are a Substitute Teacher and have earned sick time this will be paid out as Step 2.

If you are a Classified Substitute and have earned your sick time, then you will be paid out at your lowest classified hourly of pay. Unless you provided the job # in which you have been working in a long term position (30 days or more) in (job # is required for this on Form-12b) we will then consider this higher rate of pay.

Substitute/Per Diem Employee Absence Report

Employee Full Legal Name:	
Signature:	Last 6 digits of SSN #
Date Submitted:	Dates of Absence (1 form per each day absent):
Certificated Teachers (see box 1) <input type="checkbox"/>	Classified (see box 2) <input type="checkbox"/>

You must be eligible first before you can use Type of Absence below: See your Substitute Resource Guide further information at www.scusd.edu

BOX 1	Type of Absence Certificated Teachers	½ Day	2/3 Day	Full Day
SICK	Employee Illness (Include Appointments With Doctors Connected With Illness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FSICK	Family Illness (Include Appointments With Doctors Connected With Illness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note to Substitute Employees: Please ensure all fields are completely filled out on this Form-12b. This is a required document and must be delivered to the Substitute Office no later than the 25th of each month. Failure to do so will result in the absence being considered as unauthorized, and a non-paid day.

Box 2	Type of Absence Classified	Classified Hourly Time
SICK	Employee Illness (Include Appointments With Doctors Connected With Illness)	
FSICK	Family Illness (Include Appointments With Doctors Connected With Illness)	

Sub Office/Payroll Use Only:	
Day to Day Sub <input type="checkbox"/>	Long Term Sub Teacher <input type="checkbox"/>

New Employee Computer Access Information

Network Access Guide

Your District Username and Password provide secure access to a variety of District services

- Windows Login
- District email
- Infinite Campus Login
- Google Applications for Education

Here's how to get started:

STEP 1 – Change Your Password

You have been provided with an initial password that must be changed the first time that you login.

- Go to mail.scusd.edu in your web browser.
- Enter your **user name** and **password**, and then click **Sign in**.
- Create a new secure password and login.



Step 2 – Create Your Signature

- Click on the Settings icon and select "Options".
- Expand the Mail | Layout menu on the left navigation panel.
- Click "Email signature".
- The suggested format is:
First and Last Name
Position
School or Site Name
Phone and Email
- Click SAVE button to save your changes.

Step 3 – Infinite Campus Login

You are now ready to access Infinite Campus from the District website. Go to www.scusd.edu and click on "Infinite Campus Login: For Staff".

Smartphone Access

For instructions on accessing your account with a smartphone – an iPhone or Android device, go to www.scusd.edu/smartphone

Professional Usage

All employees should use their SCUSD email address for conducting SCUSD business. By using your work email, you are tacitly telling your recipients that your note is of an appropriate professional nature, not personal. Using a personal email address with students or parents can put an employee at risk should there be any question about appropriate communication.

- + Learn how to set up your district email address.
- + Read your pay stub



How to Connect iPhone (iOS 7 or later) to SCUSD03165 Email, iCloud Change-Settings to 1,

This article explains how to quickly create a 03165 Exchange account on your Apple iPad, iPhone or iPod touch. Connect to Wireless Network

To successfully set up the mail on your Apple iOS Mobile Device for the SCUSD Outlook@KIDKID.com, however, it is suggested to recommend that you first connect to the SCUSD-WLAN wireless network. Once you have successfully connected to SCUSD-WLAN, please follow the directions below.

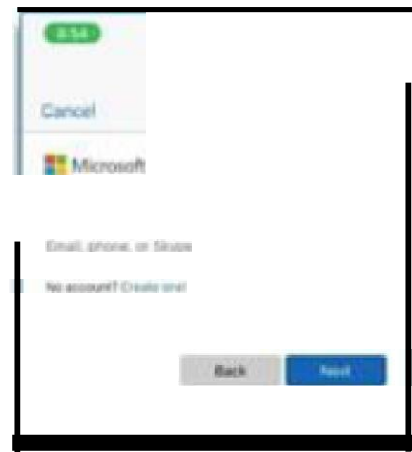
1. To add an Exchange account to your iOS device:

- Tap Settings
- Scroll down to **Mail** & iCloud
- Choose Add Account
- Select Exchange

2. **Description:** Add personal mail, Summary & work email (optional). Select a name.

3. **At the Merge screen:**

Sign in using your district username@scusd.edu

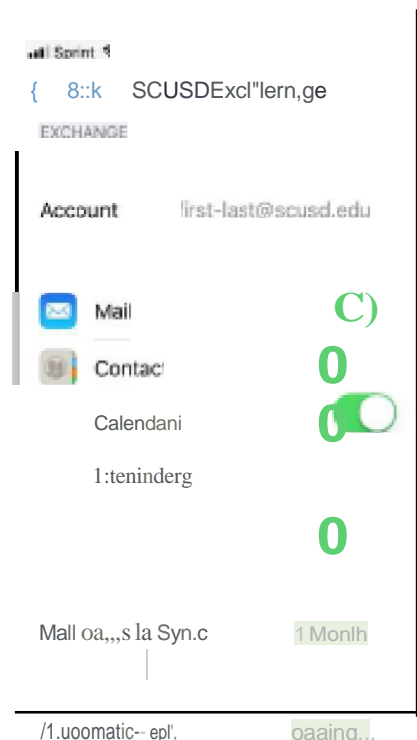


4. Permissions Screen: Select ACCEPT

5. **Verified:** Your Exchange account has successfully been added.

6. Choose which type of data you would like to sync. By default, on your device, the type of email is sync. To sync more, go into Settings, then Mail, Contacts, Calendars, set up your Exchange account, mail sync to 15 days; to sync

After configuring an Exchange Account, sync account, all existing contacts and calendar information on the iOS Device is overwritten. Additionally, it will sync contacts and calendars with your desktop computer.

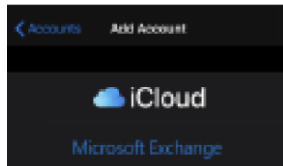




How to Connect your iPhone (iOS) to SCUSD Microsoft Office 365 Email - Scenario 1

This article explains how to quickly add your SCUSD email account to your iPhone.

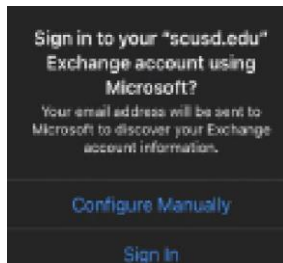
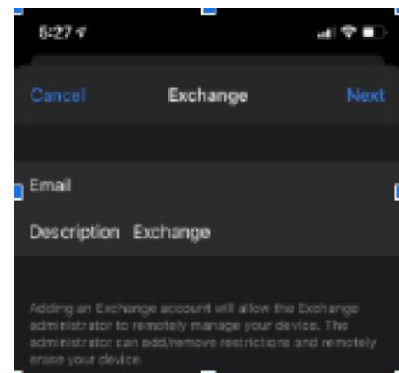
1. To add an Exchange account to your iPhone, tap Settings,



2. Tap Mail then Add Account, then Microsoft Exchange.

3. Enter the following information then tap Next

- Email: Your SCUSD email address,
- Description: Exchange is entered automatically (you can change this, if you wish).



4. When prompted how to sign in to your Exchange account, tap Sign In Manually



5. Enter your SCUSD Email then tap Next followed by your password then tap Sign In



Sign In

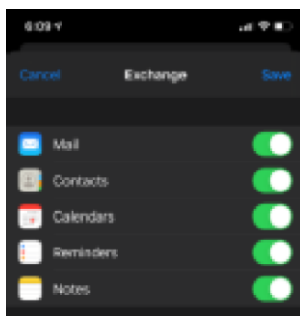
yourmail@scusd.edu

Can't access your account?

Sign-in options

IB ID

Next



6. Turn on the options for the areas

you'd like to sync (Mail, Contacts, Calendars, Reminders, Notes) and then tap Save

For help, contact the Technology Support Help Desk at support@scusd.edu or call us at 916-643-9445.

2/5/21--vf



How to Delete iPhone (iOS Device) Outlook Exchange Account

This article explains how to quickly delete an Exchange account on your Apple iPad, iPhone or iPod Touch.

Connect to Wireless Network

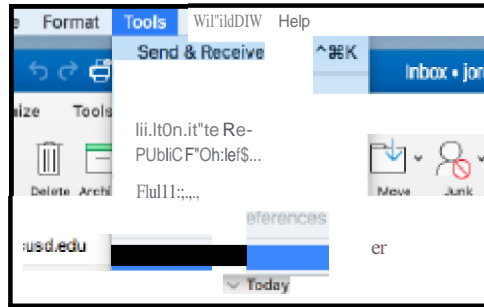
- Tap Settings
- Scroll down to **Mail, Contacts, Calendars**. The Accounts screen will open.
- On the Accounts screen, tap the Exchange Account you want to remove.
- Scroll down and click Delete Account. A warning window will open.
- On the warning window, click Delete Account to finish.
You have successfully deleted your Exchange account.

Androids - Download the O365 app from the Play Store and follow the directions on the app

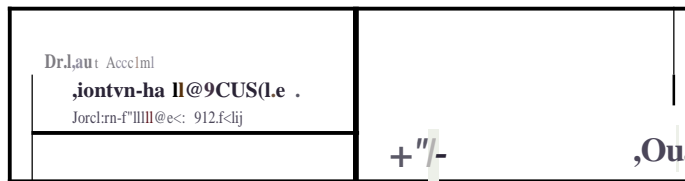


(Re-), Adding Exchange/0365, Accounts in Outlook on Macs

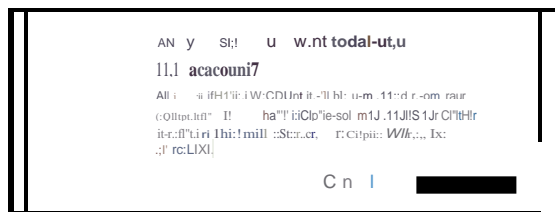
1. Open the Outlook app. Click on Tools, then Accounts.



- a. If you do not see Accounts, or it is grayed out, update the Mac's OS.
2. The Accounts dialog box will appear. Select your account from the list on the left-hand side, then click the 'Add' button at the bottom.



3. Confirm you want to delete the account.



For further assistance, please email the Technology Support Help Desk at support@snsd.edu or call us at 916-643-9455.

03/08/21-ljh

Payroll Dept. Resources



Technology Dept. Resources



✚ Set up a [MyPortal](#) account to instantly:

- See your current earned leave balances
- Check past and future pay dates
- Download payroll snapshots, W2 forms and other documents
- View Health and Welfare benefits, and
- Update personal contact information

➤ **Please be aware that any changes submitted online may require up to 3 business days before being reflected in your employee record.**



How to Read Your Paycheck

Effective May 2018, the District implemented payroll checks to provide a more efficient and accurate read. Please use the guide below to understand the information provided on your paycheck.

- Warrant No.:** Unique number assigned to each Paycheck issued
- Issued Date:** The Paycheck is issued
- Pay Period:** Beginning and end dates of the pay period
- Employee Name:** Full name
- Employee ID:** Your employee identification number
- Salary Payment:** Total salary range and step (Payscale)
- Primary Work Location:** Your work location
- Time:** Date, our 10-hour test is correct. Please ensure that the test is current.
- Pay Details:** Description of your pay position, vacation pay, etc.
- FTE/Hours:** Full-time equivalent or hours paid
- Rate:** current rate of pay (hourly, annual and etc.) based on negotiated salary schedule.
- Earnings:** Itemized earnings detail for the pay period. (Item 3 above)
- Employee Deductions:** Retirement contributions (PERS/STRs, etc.), Medicare, FICA, Federal Tax, State Tax, Union Dues, etc. Deductions are based on statutory law, individual benefits elected and applicable bargaining agreements.
- Current Wages:** current gross pay, deductions, net pay and year to date gross.
- Taxable Gross Summary:** Taxable wages for Federal Income Tax: (Mortgage, State Income Tax (SIT), Social Security, Medicare, State Disability Insurance (SDI) and etc)
- Employer Contributions:** Portion of voluntary contributions paid for the district:
- Leave Balances:** Usage and accrual of sick leave, personal necessity (and/or vacation) leave. Absence fees are reflected in prior month reporting. PIN used is deducted from your accrued sick leave balance. Sick leave, personal necessity and vacation is granted based on collective bargaining agreements.
- Tax Information:** Federal, State and Local Tax
- Important Messages:** Monthly messages and information from the district.
- Bank Information:** Name of the issuing bank. Please note that effective 10/20/18, checks will be issued via Bank of America.

For further information, please contact the Payroll Office at 916.643.9400.



4 Employee Name

5 Pay Detail

THIS STATEMENT IS FOR YOUR RECORD

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1 Pay Period 03/01/2018 through 03/31/2018				
5 Employee ID	6 Salary Placement	7 Primary Work Location	8 TB Expires	
	T-A/N: 5/ 18		04/03/2019	
10 FTE/Units	11 Rate	12 Earnings	13 Employee Deductions	Current
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			Total Deductions	3487.19 15339.72

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17 Leave Balances	18 Tax Information	Total Contributions		
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03/28/2018

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EXAMINED, APPROVED, & ALLOWED
SCUSD SUPERINTENDENT

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Sacramento
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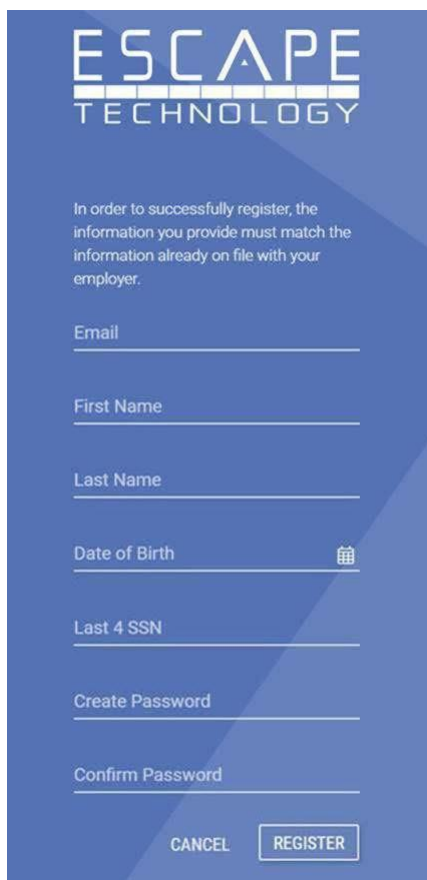
[Signature]

Get started by creating an account today:

1. Visit myportal.scusd.edu and click "Create New User?"



2. Enter the information requested



Note that your information must be entered *exactly* as it appears in District records. Contact Human Resources at 916-643-9050 with any questions about your employee record.

3. Look for a confirmation code in your email In Box and type it into the verification screen within the allotted time.



4. After you have signed up, access [MyPortal](#) at myportal.scusd.edu 24 hours a day, 7 days a week to get HR, Benefits and Payroll information at your convenience.

Information in [MyPortal](#) is secured via industry-standard technologies such as those used by international financial institutions, including [SHA-2 SSL encryption](#) and [multi-factor authentication](#). In addition, your [MyPortal](#) login credentials are separate from your district-provided credentials and can't be accessed by anyone else.

Questions?

Visit the [District website](#) to learn more about the account creation process, and to preview the features and capabilities of [MyPortal](#).

Please contact the Technology Services Support Desk at support@scusd.edu with any questions regarding [MyPortal](#).

Thank you,
Technology Services



Human Resource Services

Traditional Attendance Calendar

2022-23 School Year

JULY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
S	M	T	W	T	F	S
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SEPTEMBER						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
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30	31					

NOVEMBER						
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27	28	29	30			

DECEMBER						
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25	26	27	28	29	30	31

JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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28	29	30	31			

JUNE						
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23	24	25	26	27	28	29
30						

Legend/Key		
r	Semester Beg/Ends	Semester - 89/191 - 180 days
#	Quarter Beg/Ends	Quarter - 46/43/143/148 - 180 days
I	Trimester Beg/Ends	Trimester - 60/62/58 - 180 days

Instructional/Non-Instructional Days		
180 Instructional Days	Days: 22	Days: 11
School Holidays / Other Days Not in Session		
New Teacher Day		
One (1) Non-Instructional Day/ Faculty		
Three (3) Professional Development Days		

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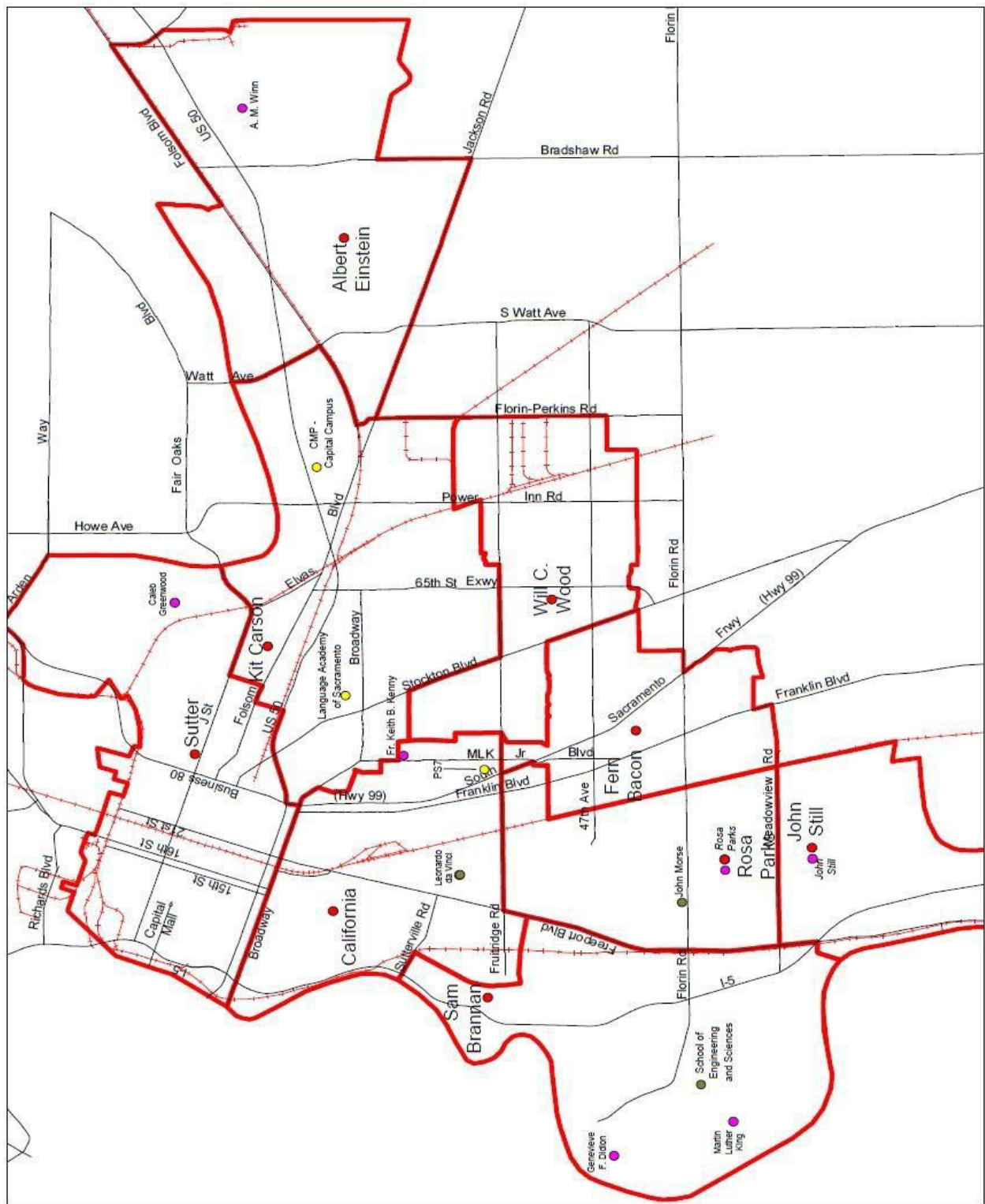
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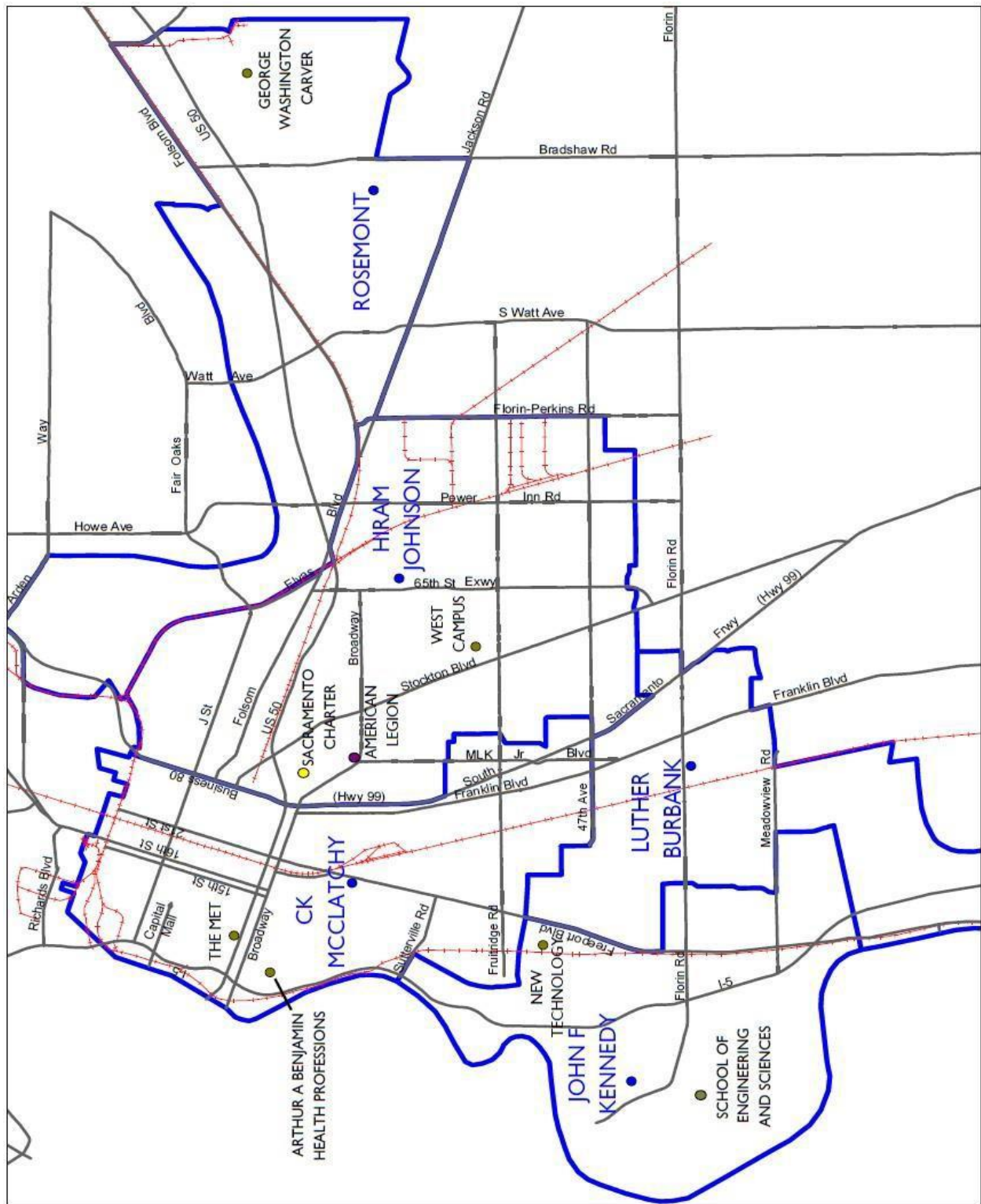
Schools & Departments

Map, Addresses & Phone Numbers





Middle Schools Sites



High Schools

Children Centers

Child Development Programs

The primary goal of SCUSD's Child Development Department for children 0 to 5 is "Readiness for School Success." In order to achieve this goal, the department offers free or subsidized high-quality child care, preschool, and home visiting programs for income qualified families. These programs provide developmentally appropriate learning experiences, comprehensive student support services, and numerous parent education and involvement opportunities.

The Child Development Department also offers full fee and subsidized before and after school care and limited full infant/toddler. Most centers offer child care are open from 7:30 a.m. to 5:30 p.m. (a few 7:00 a.m. - 6:00 p.m.), and services are offered during the summer and holiday periods.

Substitutes may be called to work anytime within an eleven-hour day, but not more than eight hours; occasional split shifts are required.

Major responsibilities include, but are not limited to:

1. Sign in on the substitute sign-in sheet.
2. Check the food allergy chart posted on the refrigerator for any children with special concerns or allergies.
3. Follow the daily schedule posted in the classroom.
4. Follow the lesson plans provided by the teacher.
5. Report any accident, illness, or unusual incident to the Coordinator.
6. Never leave any child unattended, and adhere to all CCL licensing ratios and regulations.
7. Only positive forms of child discipline are allowed.
8. Never release any child to unauthorized persons. If the person picking up a child is unknown to you or other staff members, check the child's emergency card and the adult's identification.

The Child Development Department is located at the Serna Center, 5735 47th Avenue, Sacramento, 95824-7800.

Abraham Lincoln	3324 Glenmoor Drive	916-228-5887	John Cabrillo	1141 Seamas Ave	916-264-3765
A.M. Winn	3351 Explorer Drive	916-228-5883	John D. Sloat	7525 Candlewood Way	916-433-5054
Bear Flag	6807 Franklin Blvd	916-433-5598	John Still	2200 John Still Drive	916-433-2660
Bowling Green	6807 Franklin Blvd	916-433-5598	Leonardo da Vinci	4701 Joaquin Way	916-277-6708
Bret Harte	2761 9th Avenue	916-277-6283/277-6933/277-6932	Lisbon	7555 S. Land Park Drive	916-433-5057
C.A. Jones Skills Ctr.	5451 Lemon Hill Avenue	433-2655/433-2652	Marian Anderson	2850 4th Street	916-277-6259/277-7139
Camellia Basic	6600 Coupar Drive	916-382-5602	Mark Twain	4914 58th Street	916-277-6458
Collis P. Huntington	5917 - 26th Street	916-433-5437/433-5438/433-2795	Martin Luther King	480 Little River Way	916-433-5065/433-2809
Earl Warren	5420 Lowell Street	916-382-6039/382-6038	Matsuyama	7680 Windbridge Drive	916-433-5550/433-5018
Edward Kemble	7495 29th Street	916-433-5028/433-2813	Nicholas	5100 El Paraiso Ave.	916-395-4655
Elder Creek	7934 Lemon Hill Avenue	916-382-5979/382-6005/382-6004	Oak Ridge	4501 M.L. King Blvd	916-277-6684
Ethel I. Baker	5717 Laurie Way	916-433-5448	Pacific	6201 41st Street	916-433-5324
Ethel Phillips	2930 21st Avenue	916-277-6780	Parkway	4720 Forest Parkway	916-433-2842/433-2843
Father K. B. Kenny	3525 M.L. King Blvd	916-277-6512	Peter Burnett	6032 36th Avenue	916-277-6522
Golden Empire	9045 Canberra Drive	916-228-5848	Susan B. Anthony	7864 Detroit Blvd	916-433-5356/433-5352
Hiram Johnson	3535 65th Street	916-277-6767	Theodore Judah	3919 McKinley Blvd	916-277-6562
H. W. Harkness	2147 54th Ave	916-433-5045	Washington	530 18th Street	916-264-4186/264-4183
Isador Cohen	9025 Salmon Falls Drive	916-228-5863	Woodbine	2500 52nd Ave	916-433-5318
James Marshall	9525 Goethe Road	916-228-5865/228-5856			
Leataata Floyd	401 McClatchy Way	916-264-4181			
John Bidwell	1730 65th Avenue	916-433-5049/433-5451			

School Site/Department Name	Street Address	City	Zip	Phone
A. WARREN MCCLASKEY ADULT EDUCATION	5241 J STREET	SACRAMENTO	95819	(916) 277-6625
A.M. WINN (K-8)	335I EXPLORER DRIVE	SACRAMENTO	95827	(916) 228-5880
ABRAHAM LINCOLN ELEMENTARY (K-6)	3324 GLENMOOR DRIVE	SACRAMENTO	95827	(916) 228-5830
ACCELERATED ACADEMY (11-12)	5601 47TH AVENUE	SACRAMENTO	95824	(916) 643-2341
ALBERT EINSTEIN MIDDLE SCHOOL (7-8)	9325 MIRANDY DRIVE	SACRAMENTO	95826	(916) 395-5310
ALICE BIRNEY WALDORF-INSPIRED (K-8)	6251 13TH STREET	SACRAMENTO	95831	(916) 395-4510
AMERICAN LEGION HIGH SCHOOL (9-12)	3801 BROADWAY	SACRAMENTO	95817	(916) 277-6600
BOWLING GREEN (Chacon) ELEMENTARY K-6	6807 FRANKLIN BLVD	SACRAMENTO	95823	(916) 433-7321
BOWLING GREEN (McCoy) ELEMENTARY K-6	42II TURNBRIDGE DRIVE	SACRAMENTO	95823	(916) 433-5426
BRET HARTE ELEMENTARY (K-6)	2751 9th AVENUE	SACRAMENTO	95818	(916) 277-6261
C.K. MCCLATCHY (Duplex)	2200 11TH AVENUE	SACRAMENTO	95818	(916) 442-0222
C.K. MCCLATCHY HIGH SCHOOL (9-12)	3066 FREEPORT BOULEVARD	SACRAMENTO	95818	(916) 395-5050
CALEB GREENWOOD (K-8)	5457 CARLSON DRIVE	SACRAMENTO	95819	(916) 277-6266
CALIFORNIA MIDDLE SCHOOL (7-8)	1600 VALLEJO WAY	SACRAMENTO	95818	(916) 395-5302
CALIFORNIA MONTESSORI PROJECT (K-8)	2635 CHESSNUT HILL DRIVE	SACRAMENTO	95826	(916) 325-0910
CAMELLIA BASIC ELEMENTARY (K-6)	6600 COUGAR DRIVE	SACRAMENTO	95828	(916) 395-4520
CAPITAL CITY INDEPENDENT STUDY SCHOOL (K-12)	7222 24th Street	SACRAMENTO	95823	(916) 433-5187
CAPITOL COLLEGIATE ACADEMY (K-8)	2118 MEADOWVIEW ROAD	SACRAMENTO	95832	(916) 476-5796
CAROLINE WENZEL ELEMENTARY (K-6)	6870 GREENHAVEN DRIVE	SACRAMENTO	95831	(916) 433-5432
CESAR CHAVEZ INTERMEDIATE (K-6)	7500 32ND STREET	SACRAMENTO	95822	(916) 395-4530
CHARLES A. JONES BUSINESS EDUCATION CENTER	5451 Lemon Hill Avenue	SACRAMENTO	95817	(916) 433-2600
CHILDREN CENTER - A M WINN	3351 EXPLORER DR	SACRAMENTO	95827	(916) 228-5883
CHILDREN CENTER - ABRAHAM LINCOLN	3324 GLENMORE DRIVE	SACRAMENTO	95827	(916) 228-5867
CHILDREN CENTER - BEAR FLAG	6620 GLORIA DRIVE	SACRAMENTO	95831	(916) 433-2747
CHILDREN CENTER - BOWLING GREEN	6807 FRANKLIN BLVD	SACRAMENTO	95831	(916) 433-5598
CHILDREN CENTER - BRET HARTE	2761 9th AVENUE	SACRAMENTO	95818	(916) 277-6263
CHILDREN CENTER - CAMELIA BASIC	6600 COUGAR DRIVE	SACRAMENTO	95828	(916) 382-5602
CHILDREN CENTER - COLLIS P. HUNTINGTON	5917 26th STREET	SACRAMENTO	95822	(916) 433-5438
CHILDREN CENTER - EARL WARREN	5420 LOWELL STREET	SACRAMENTO	95820	(916) 382-6039
CHILDREN CENTER - EDWARD KEMBLE	7495 29TH STREET	SACRAMENTO	95822	(916) 433-2813
CHILDREN CENTER - ELDER CREEK	7800 LEMON HILL AVENUE	SACRAMENTO	95824	(916) 382-5979
CHILDREN CENTER - ETHEL I BAKER	5717 LAURINE WAY	SACRAMENTO	95824	(916) 433-5448
CHILDREN CENTER - ETHEL PHILLIPS	2930 21ST AVE	SACRAMENTO	95820	(916) 277-6780
CHILDREN CENTER - FATHER KEITH B. KENNY	3525 MARTIN LUTHER DRIVE	SACRAMENTO	95817	(916) 277-6512
CHILDREN CENTER - FREEPORT	2118 MEADOWVIEW ROAD	SACRAMENTO	95832	(916) 433-2777
CHILDREN CENTER - FRUITRIDGE	4625 44TH STREET	SACRAMENTO	95820	(916) 277-6288
CHILDREN CENTER - GOLDEN EMPIRE	9045 CANBERRA DR	SACRAMENTO	95826	(916) 228-5848
CHILDREN CENTER - HIRAM JOHNSON FAMILY ED CENTER	3535 65TH STREET	SACRAMENTO	95820	(916) 277-6767
CHILDREN CENTER - HW HARKNESS	2147 54TH AVE	SACRAMENTO	95822	(916) 433-5045
CHILDREN CENTER - ISADOR COHEN	9025 SALMON FALLS	SACRAMENTO	95826	(916) 228-5856
CHILDREN CENTER - JAMES MARSHALL	9525 GOETHE ROAD	SACRAMENTO	95827	(916) 228-5865
CHILDREN CENTER - JOHN BIDWELL	1730 65th AVENUE	SACRAMENTO	95822	(916) 433-5049
CHILDREN CENTER - JOHN CABRILLO	1141 SEAMAS AVE	SACRAMENTO	95822	(916) 264-3765
CHILDREN CENTER - JOHN D. SLOAT	7525 CANDLEWOOD WAY	SACRAMENTO	95822	(916) 433-5054
CHILDREN CENTER - JOHN STILL	2200 JOHN STILL DRIVE	SACRAMENTO	95832	(916) 433-2600
CHILDREN CENTER - LEATAATA FLOYD	401 MCCLATCHY WAY	SACRAMENTO	95818	(916) 395-4632
CHILDREN CENTER - LEONARDO DA VINCI	4701 JOAQUIN WAY	SACRAMENTO	95822	(916) 277-6708
CHILDREN CENTER - LISBON	7555 SOUTH LAND PARK DRIVE	SACRAMENTO	95831	(916) 433-5060
CHILDREN CENTER - MARIAN ANDERSON	2850 49th STREET	SACRAMENTO	95817	(916) 277-6259
CHILDREN CENTER - MARK TWAIN	4914 58th STREET	SACRAMENTO	95820	(916) 277-6670
CHILDREN CENTER - MARTIN LUTHER KING JR	480 LITTLE RIVER WAY	SACRAMENTO	95831	(916) 433-2809

School Site/Department Name	Street Address	City	Zip	Phone
CHILDREN CENTER - MATSUYAMA	7680 WINDBRIDGE DRIVE	SACRAMENTO	95831	(916) 433-5550
CHILDREN CENTER - NICHOLAS	6601 STEINER DR	SACRAMENTO	95823	(916) 433-5079
CHILDREN CENTER - OAK RIDGE	4501 MLK JR BLVD	SACRAMENTO	95820	(916) 277-6684
CHILDREN CENTER - PACIFIC	6201 41ST STREET	SACRAMENTO	95824	(916) 433-5324
CHILDREN CENTER - PARKWAY	4720 FOREST PARKWAY	SACRAMENTO	95823	(916) 433-2843
CHILDREN CENTER - SUYU	6032 36TH AVE	SACRAMENTO	95823	(916) 277-6522
CHILDREN CENTER - SKILLS & BUSINESS CENTER	5451 Lemon Hill Avenue	SACRAMENTO	95817	(916) 433-2652
CHILDREN CENTER - SUSAN B ANTHONY	7864 DETROIT BLVD	SACRAMENTO	95832	(916) 433-5356
CHILDREN CENTER - THEODORE JUDAH	3919 McKINLEY BOULEVARD	SACRAMENTO	95819	(916) 277-6562
CHILDREN CENTER - WASHINGTON	530 18th STREET	SACRAMENTO	95814	(916) 264-4186
CHILDREN CENTER - WOODBINE	2500 52ND AVE	SACRAMENTO	95822	(916) 433-5318
COLLIS P. HUNTINGTON ELEMENTARY (K-6)	5921 26th STREET	SACRAMENTO	95822	(916) 433-2990
CROCKER RIVERSIDE ELEMENTARY (K-6)	2970 RIVERSIDE BLVD.	SACRAMENTO	95818	(916) 395-4535
DAVID LUBIN ELEMENTARY (K-6)	3535 M STREET	SACRAMENTO	95816	(916) 277-6271
DISTRIBUTION SERVICES	3051 REDDING AVENUE	SACRAMENTO	95820	(916) 277-6660
DISTRICT OPERATIONS DEPT (0807)	425 FIRST AVE	SACRAMENTO	95818	(916) 264-4091
EARL WARREN ELEMENTARY (K-6)	5420 LOWELL STREET	SACRAMENTO	95820	(916) 395-4545
EDWARD KEMBLE ELEMENTARY (K-6)	7495 29th STREET	SACRAMENTO	95822	(916) 395-4550
ELDER CREEK ELEMENTARY (K-6)	7934 LEMON HILL AVENUE	SACRAMENTO	95824	(916) 382-5970
ETHEL I BAKER ELEMENTARY (K-6)	5717 LAURINE WAY	SACRAMENTO	95824	(916) 395-4560
ETHEL PHILLIPS ELEMENTARY (K-6)	2930 21st AVENUE	SACRAMENTO	95820	(916) 277-6277
FACILITIES MAINTENANCE (OPERATIONS DEPARTMENT)	425 FIRST AVE	SACRAMENTO	95818	(916) 264-4075
FATHER KEITH B KENNY ELEMENTARY (K-8)	3525 MARTIN LUTHER KING, JR. BLVD.	SACRAMENTO	95817	(916) 395-4570
FERN BACON BASIC MIDDLE SCHOOL (7-8)	4140 Cuny Avenue	SACRAMENTO	95823	(916) 395-5340
GENEVIEVE DIDION (K-8)	6490 HARMON DRIVE	SACRAMENTO	95831	(916) 433-5039
GEORGE WASHINGTON CARVER SCHOOL	10101 SYSTEMS PARKWAY	SACRAMENTO	95827	(916) 395-5266
GOLDEN EMPIRE ELEMENTARY (K-6)	9045 CANBERRA DRIVE	SACRAMENTO	95826	(916) 395-4580
H. W. HARKNESS ELEMENTARY (K-6)	2147 54th AVENUE	SACRAMENTO	95822	(916) 433-5042
HEALTH PROFESSIONS HIGH SCHOOL	451 MC CLATCHY WAY	SACRAMENTO	95818	(916) 395-5010
HIRAM JOHNSON HIGH SCHOOL (9-12)	6879 14th AVENUE	SACRAMENTO	95820	(916) 395-5070
HOLLYWOOD PARK ELEMENTARY (K-6)	4915 HARTE WAY	SACRAMENTO	95822	(916) 395-4590
HUBERT BANCROFT ELEMENTARY (K-6)	2929 BELMAR STREET	SACRAMENTO	95826	(916) 395-4595
ISADOR COHEN ELEMENTARY (K-6)	9025 SALMON FALLS DRIVE	SACRAMENTO	95826	(916) 228-5840
JAMES W. MARSHALL ELEMENTARY (K-6)	9525 GOETHE ROAD	SACRAMENTO	95827	(916) 395-4605
JOHN BIDWELL ELEMENTARY (K-6)	1730 65th AVENUE	SACRAMENTO	95822	(916) 433-5047
JOHN CABRILLO ELEMENTARY (K-6)	1141 SEAMAS AVENUE	SACRAMENTO	95822	(916) 395-4615
JOHN F KENNEDY HIGH SCHOOL (9-12)	6715 GLORIA DRIVE	SACRAMENTO	95831	(916) 395-5090
JOHN H. STILL (5-8)	2250 JOHN STILL DRIVE	SACRAMENTO	95832	(916) 433-5375
JOHN H. STILL (K-4)	2200 JOHN STILL DRIVE	SACRAMENTO	95832	(916) 433-5191
JOHN MORSE THERAPEUTIC CENTER (K-8)	1901 60TH AVENUE	SACRAMENTO	95822	(916) 433-2972
JOHN SLOAT BASIC ELEMENTARY (K-6)	7525 CANDLEWOOD WAY	SACRAMENTO	95822	(916) 395-4620
UMOJA INTERNATIONAL ACADEMY (7-12)	5301 N STREET	SACRAMENTO	95819	(916) 277-6750
LANGUAGE ACADEMY OF SACRAMENTO (K-8)	2850 49th Street	SACRAMENTO	95820	(916) 277-7137
LEATAATA FLOYD ELEMENTARY (K-6)	401 McCLATCHY WAY	SACRAMENTO	95818	(916) 395-4630
LEONARDO DA VINCI (K-8)	4701 JOAQUIN WAY	SACRAMENTO	95822	(916) 395-4635
LUTHER BURBANK HS (9-12)	3500 FLORIN ROAD	SACRAMENTO	95823	(916) 433-5100
MARK TWAIN ELEMENTARY (K-6)	4914 58th STREET	SACRAMENTO	95820	(916) 395-4640
MARTIN LUTHER KING JR. ELEMENTARY (K-8)	480 LITTLE RIVER WAY	SACRAMENTO	95831	(916) 395-4645
MATRICULATION AND ORIENTATION CENTER	5601 47th AVENUE	SACRAMENTO	95834	(916) 643-2162
MATSUYAMA ELEMENTARY (K-6)	7680 WINDBRIDGE DRIVE	SACRAMENTO	95831	(916) 395-4650
NEW JOSEPH BONNHEIM (K-6)	7300 MARIN AVENUE	SACRAMENTO	95820	(916) 277-6294

School Site/Department Name	Street Address	City	Zip	Phone
NEW TECHNOLOGY HIGH SCHOOL (9-12)	1400 DICKSON STREET	SACRAMENTO	95822	(916) 395-5254
NICHOLAS ELEMENTARY (K-6)	6601 STEINER DRIVE	SACRAMENTO	95823	(916) 433-5076
NUTRITION SERVICES	3051 REDDING AVENUE	SACRAMENTO	95820	(916) 277-6716
O.W. ERLEWINE ELEMENTARY (K-6)	2441 STANSBERRY WAY	SACRAMENTO	95826	(916) 395-4660
OAK RIDGE ELEMENTARY (K-6)	4501 MARTIN LUTHER KING JR. BLVD	SACRAMENTO	95820	(916) 395-4665
OPERATION SERVICES	425 FIRST AVENUE	SACRAMENTO	95814	(916) 264-4078
PACIFIC ELEMENTARY (K-6)	6201 41st STREET	SACRAMENTO	95824	(916) 433-5089
PARKWAY ELEMENTARY (K-6)	4720 FOREST PARKWAY	SACRAMENTO	95823	(916) 433-5082
SUY:U ELEMENTARY (K-6)	6032 36th AVENUE	SACRAMENTO	95824	(916) 277-6685
PHOEBE A. HEARST BASIC ELEMENTARY (K-6)	1410 60th STREET	SACRAMENTO	95819	(916) 277-6690
PONY EXPRESS ELEMENTARY (K-6)	1250 56th AVENUE	SACRAMENTO	95831	(916) 395-4690
PURCHASING SERVICES	3051 REDDING AVENUE	SACRAMENTO	95820	(916) 277-6662
ROSA PARKS (K-8)	2250 68th AVENUE	SACRAMENTO	95822	(916) 395-5327
ROSEMONT HIGH SCHOOL (9-12)	9594 KIEFER BLVD	SACRAMENTO	95827	(916) 395-5130
SACRAMENTO CHARTER (ST . HOPE)	2315 34th Street	SACRAMENTO	95817	(916) 884-5109
SAM BRANNAN MIDDLE SCHOOL (7-8)	5301 ELMER WAY	SACRAMENTO	95822	(916) 395-5360
SCHOOL OF SCIENCE AND ENGINEERING HIGH SCHOOL (9-12)	7345 GLORIA DRIVE	SACRAMENTO	95831	(916) 395-5040
SEQUOIA ELEMENTARY (K-6)	3333 ROSEMONT DRIVE	SACRAMENTO	95826	(916) 228-5850
SOL AUREUS COLLEGE PREP	6620 GLORIA DRIVE	SACRAMENTO	95831	(916) 421-0600
SPECIAL EDUCATION (LUTHER BURBANK-TRANSITION PR	3500 FLORIN ROAD	SACRAMENTO	95823	(916) 433-5100
SPECIAL EDUCATION (Sac State)	6000 J STREET	SACRAMENTO	95819	(916) 643-9188
SPECIAL EDUCATION- SHRINERS HOSPITAL	2425 STOCKTON BLVD	SACRAMENTO	95817	(916) 643-9116
SUCCESS ACADEMY (4-8)	2221 MATSON DRIVE	SACRAMENTO	95822	(916) 395-4990
SUSAN B. ANTHONY ELEMENTARY (K-6)	7864 DETROIT BOULEVARD	SACRAMENTO	95832	(916) 433-5353
MIWOK MIDDLE SCHOOL (7-8)	3150 I STREET	SACRAMENTO	95816	(916) 395-5370
SUTTERVILLE ELEMENTARY (K-6)	4967 MONTEREY WAY	SACRAMENTO	95822	(916) 277-6693
TAHOE ELEMENTARY (K-6)	3110 60th STREET	SACRAMENTO	95820	(916) 277-6360
THE MET HIGH SCHOOL (9-12)	810 V STREET #5	SACRAMENTO	95818	(916) 395-5417
THEODORE JUDAH ELEMENTARY (K-6)	3919 MCKINLEY BOULEVARD	SACRAMENTO	95819	(916) 395-4790
TRANSPORTATION SERVICES	3101 REDDING AVENUE	SACRAMENTO	95824	(916) 277-6678
WASHINGTON ELEMENTARY (K-6)	520 18th STREET	SACRAMENTO	95814	(916) 264-4160
WEST CAMPUS HIGH SCHOOL (9-12)	5022 58TH STREET	SACRAMENTO	95820	(916) 277-6400
WILL C. WOOD MIDDLE SCHOOL (7-8)	6201 LEMON HILL AVENUE	SACRAMENTO	95824	(916) 395-5380
WILLIAM LAND ELEMENTARY (K-6)	2120 12th STREET	SACRAMENTO	95818	(916) 395-4890
WOODBINE ELEMENTARY (K-6)	2500 52nd AVENUE	SACRAMENTO	95822	(916) 433-5358