



Employee ID <div style="border: 1px solid black; display: flex; justify-content: space-between; width: 100%; height: 25px;"> </div>	Name (Last, First, Middle)		
Location Number <div style="border: 1px solid black; display: flex; justify-content: space-between; width: 100%; height: 25px;"> </div>	Effective Date (Last Day in Paid Status) <div style="border: 1px solid black; display: flex; justify-content: center; align-items: center; width: 100%; height: 25px;"> / / </div>	<input type="checkbox"/> Certificated <input type="checkbox"/> Classified	
School or Department		Subject / Grade or Position Assigned	
I hereby request the Board of Education to accept my resignation for reasons of: <input type="checkbox"/> Service Retirement <input type="checkbox"/> Disability Retirement <input type="checkbox"/> Other Employment – Non-teaching <input type="checkbox"/> Other Employment – Teaching <input type="checkbox"/> Moving From Area <input type="checkbox"/> Home Responsibilities <input type="checkbox"/> Other <hr style="width: 80%; margin-left: 0;"/> <hr style="width: 80%; margin-left: 0;"/>		Employee's Signature	Date Submitted
		Permanent Address (Number, Street, City, Zip Code) <hr style="width: 100%;"/>	
		Principal or Dept. Head's Signature	Date Signed

◆ For HRSD Use Only ◆

Director	Personnel Asst.	Credentials	Board Date	Review
Acknowledgement	Date Received	Retirement	Reason Code	# Vacation Days to be Pd.