



Human Resources Department

RESIGNATION / RETIREMENT FORM

This form is to be completed when an employee wishes to resign or retire. If desired, the employee may attach a personal letter to this form. **This form must be completed in its entirety and signed by the employee and his/her Principal / Supervisor.**

Complete & Return to Human Resources Dept., Attention: Lisa McDanel (lmcdanel@ncpschools.net)

Name: _____ Social Security #: _____ - _____ - _____ Date of Birth: _____

Street Address _____ City _____ State _____ Zip _____

Position: _____ ☐ Licensed ☐ Classified

School/Department: _____ NCPS Email: _____

Teaching Status: (Check all that apply) ☐ Career ☐ Probationary ☐ Provisional ☐ Special Permit
☐ Emergency Permit to Teach ☐ Alternative ☐ CTE Beginning Teacher: ☐ ☐ ☐
Year: 1 2 3

TYPE OF SEPARATION (Check One): ☐ **Resignation:** Last day of employment with NCPS: _____

☐ **Retirement** – Effective Date: _____ Last day of employment with NCPS: _____

RETIREEES: Personal e-mail: _____ Cell Phone #: _____

Reason for the Separation (check one):

- | | |
|---|---|
| ☐ Family Responsibility / Child Care (57) | ☐ Retirement |
| ☐ Further Education/Take a Sabbatical (60) | ☐ Career Change (72) |
| ☐ Health Reasons/Disability (64) | ☐ Teach in Another State (62) |
| ☐ Dissatisfied with Teaching / Job (63) | ☐ Teach in Another NC Non-Public / Private / Charter School (71) |
| ☐ Family Relocation (61) | ☐ Teach/Work in another NC Public School System (LEA/PSU) (58) |
| ☐ In Lieu of Non-Renewal (78) | ☐ Move to Non-Teaching Position in Another NC LEA/PSU (59) |
| ☐ Other: (“Other” requires detailed explanation) _____ | ☐ In Lieu of Dismissal (55) |

Are you transferring to another NC LEA/PSU, County Agency or State Agency? ☐ YES ☐ NO

If “Yes”, please list new location: _____

Please help us continue to improve by completing the Exit Survey Form which you will receive via email. Thank You

Signature of Employee: _____ Date: _____

Signature of Principal / Supervisor: _____ Date: _____

☐ Resignation/Retirement is **APPROVED** ☐ Resignation/Retirement is **DENIED**

Employee Eligible for Rehire? ☐ YES ☐ NO

If ‘No’, Reason: _____

Date Received by Human Resources: _____