



Boone County Schools
Human Resources
Administrator/ Supervisor
8330 U.S. Highway 42; Florence, KY 41042
859-282-2374 fax: 859-282-5643

Employee Resignation/Retirement Notification

Employee Name:	Employee#
Position Title:	School/Department:
Other Positions Resigning From:(examples: bus duty, extra duty)	

Note: 12 month employees MUST use any unused vacation prior to the last day of work (unless otherwise approved by the Superintendent or designee.)

Resignation Section
If RESIGNING mid-year, indicate last day to be worked: _____ (MM/DD/YYYY).
If RESIGNING at the end of the school year, check here <input type="checkbox"/>
Please indicate your primary reason for resigning (check only one box):
<input type="checkbox"/> Resign to work for another school district in Kentucky <input type="checkbox"/> Resign to work for another school district NOT in Kentucky <input type="checkbox"/> Resign due to relocation <input type="checkbox"/> Resign to work outside the field of Education <input type="checkbox"/> Resign for personal reasons <input type="checkbox"/> Resign for other reasons (please indicate) _____ <input type="checkbox"/> RETIREMENT (please complete next section)
Retirement Section
<input type="checkbox"/> I have contacted TRS(Certified) or KPPA(Classified) to confirm retirement eligibility and retirement date.
<input type="checkbox"/> Retirement effective date (This date is typically the first day of the month): _____(MM/DD/YYYY).

Verify the mailing and personal email address for future communications from the district (example: W2s):

_____	_____	_____
Mailing Address	City, State	Zip Code
_____	_____	
Phone Number	Personal Email Address	
_____	_____	
Signature	Date Submitted	

**Disclaimer: Signing this form informs Human Resources that you have notified your Supervisor/Principal of your pending termination of employment.