Classified Personnel Resignation Form

Instructions

Employee:

1. Complete the Employee Resignation Information section.
2. Return all keys, uniforms, tools, and equipment by the last day of work or your paycheck will be held.
3. Update your username on the VCOE Employee Portal (https://myescape.vcoe.org/#/login) to your personal email address ***before*** your last day of work to ensure continued access to the portal.
4. Contact Stacey Shoff regarding all benefits questions at stacey.shoff@simivalleyusd.org or (805) 306-4500 X4015.

Supervisor:

1. Complete the Reviewed By section and submit completed form to the Classified Personnel Department.
2. Please be sure that all keys, uniforms, tools, and equipment are returned by the last working day. If they are not, contact the Payroll Department to hold the last paycheck.

Employee Resignation Information

Name: _____

Job Title: _____ School/Department: _____

Effective Date of Resignation: _____
(last working day)

Forwarding Address: _____

☐ I am resigning from a permanent classified position to be a classified substitute within SVUSD.
☐ I am resigning from a permanent classified position to accept a certificated position within SVUSD.
☐ I am resigning from the District (specify reason below).

Reason for Resignation from the District:
☐ Retirement ☐ Moving out of area ☐ Other employment outside of SVUSD

☐ Other (please specify): _____

_____
Employee Signature *Date*

Reviewed By

_____
Principal/Department Manager Signature *Date*

Personnel Department Use Only

The Board of Education accepted
this resignation effective _____ at its meeting on _____

Distribution: Classified Personnel Payroll Benefits IT