Maypearl Independent School District

309 Main St / PO Box 40 ● Maypearl, TX 76064
Phone (972) 435-1000 ● Fax (972) 435-1001
http://www.maypearlisd.org

Retirement/Resignation Form

Please check one:

☐ Retire ☐ Resign

Employee Name _____
Last *First* *Middle*

Address _____
Street *City* *State* *Zip*

Personal Email Address _____ Phone # _____

Campus/Department _____ Position _____

Assignment _____ Principal/Supervisor _____

Please briefly explain your reason(s) for resigning. (Feel free to attach a resignation letter if needed.)

_____

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_____

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_____

Resignation Effective Date _____

ALL EMPLOYEES - Please submit this form to your Principal or Director

Your service records and official college transcripts will be returned to you upon request through the human resources department by submitting a "Permanent Records Request" located on the MISD website. If you paid into the Teacher Retirement System and wish to withdraw these funds, you must contact the Teacher Retirement System at 1-800-223-8778 for more detail. All district property must be turned in to your campus principal.

Employee's Signature _____ **Date** _____

Accepted by Superintendent _____ **Date** _____