



DONNA INDEPENDENT SCHOOL DISTRICT Request for Retirement/Resignation Form

A resignation letter will be accepted in place of this form if your letter contains the information requested below.

(Please type or print)

Name (Official Name): _____

Employee ID: _____ Position/Grade Level: _____

Campus/Department: _____

Current Address: _____

City/State/Zip Code: _____

Contact Phone #: _____

Effective date of separation: _____

Please return this form to your principal/supervisor or provide it directly to Human Resources before the date you are requesting to retire/resign. You will be contacted by your immediate supervisor to schedule a mandatory exit interview. Educators retiring/resigning during the summer should send this form directly to Human Resources.

Please provide your reason for separation, choosing from the reasons below. **Please check one.** Educators must provide a detailed explanation if your request for separation does not fulfill your employment contract obligation.

- Personal Another career Moving from the area
- Another school district – Please provide the new school district name:

- Retirement with the Texas Teacher Retirement System (TRS)

Explanation *(if before the end of the contract)*:

Employee Signature

Date

Principal/Director or Human Resources Signature

Date

FORWARD COMPLETED ORIGINAL TO HUMAN RESOURCES.