



Resignation / Retirement

Thank you for your service to the students and staff of Kilgore ISD and the Kilgore Community. As you prepare to end your employment with Kilgore ISD, please begin by reading the information provided below.

Submit Resignation Letter

All employees are required to submit a letter of resignation when ending employment.

- Address the letter to your **supervisor (principal/director)**.
- Include in the letter
 - The reason for your resignation
 - Your last day of employment
 - Your signature
 - The date of your signature

Follow campus/department exit checklist

District Exit Information

The following is a list of important information as you begin the exit process from the District:

- **Computer Access** – Your access to all Kilgore ISD technology, including Google Drive, will be disabled at the end of the day of your last workday. Access to these drives will not be restored, so please plan accordingly to transfer or copy your personal files before this date
- **Evaluations / Appraisals** - Your access to Eduphoria (Strive) will be disabled at the end of the day of your last workday. Access will not be restored, so please plan accordingly to copy and/or save your evaluation and/or performance related documents before your last workday.
- **Skyward Employee Access** – Skyward Employee Access will continue to be available to employees who have left the district. Access will change from your KISD email to your personal email address on file.
- **Personal Information** –
 - Contact KISD HR Administrative Assistant, Michelle Kopp, at 903.988.3900 to make changes to your contact information.
 - Contact KISD Payroll Specialist, Stephanie Martin, at 903.988.3900 to update your W4 status or W2 tax form delivery.
- **District Property** – All district property such as employee badge, keys, and materials/resources must be turned in to your supervisor before your last work day.
- **Employee Benefits** – If you have questions regarding insurance benefits, please contact HR Coordinator, Angela Rhoads, at 903.988.3900.
- **Payroll** – For questions regarding your last paycheck or supplemental pay, please contact the KISD Payroll Supervisor, Leslie White, at 903.988.3900.
- **Online Exit Survey** - The survey is anonymous, takes a few minutes of your time, and helps us better serve our employees.

-
- **Service Records** - If you need a service record, submit the [Employee Records Request form](#) to Michelle Kopp, HR Administrative Assistant.
 - **Campus/District Social Media** - If the exiting employee manages any social media platform for the campus/district, such as Twitter, Facebook, Instagram, or any campus/department webpages, the individual is to email the Communications Coordinator, Leah Gorman, and the individual will be removed and another employee assigned.
 - **Acceptance Letter** – The HR Dept will mail a separation acknowledgement letter to the departing employee.

TRS Retirement

Submit resignation letter and follow campus/department exit checklist.

- **TRS Retirement** – Exiting employees planning to retire with TRS are encouraged to visit the [TRS website](#) or call TRS at **800.223.8778**. KISD Payroll will submit your final notice of deposit electronically to TRS once your final paycheck is processed.
- **Retirement Date** – Your resignation date may be different from your retirement date. Your resignation date is your last working day at KISD and this is the date to include in your resignation letter. TRS requires your retirement date to be the last day of a month and that is the date you will state in your retirement application.
- **Links to TRS resources to assist in retirement planning** –
 - [MyTRS Information](#)
 - [MyTRS Login](#)
 - [Retirement Eligibility Requirements](#)
 - [Planning for Retirement](#)
 - [TRS Healthcare](#)