RESIGNATION FORM

Revised – July, 2025

To ensure that all of your information is captured accurately, please clearly ***PRINT*** and/or ***CHECK*** in each section of the form.

First Name:	Last Name:
Address*:	
City, State, Zip:	
Employee Number:	Cell Phone:
School/Dept.:	Current Position:

*It is the responsibility of the employee to ensure that JPPSS has the most up-to-date contact information including: physical address, phone, etc. This is necessary for any/all communication between the school system and the employee, especially in regards to W2 information. Any change(s) in the information (i.e. - address, phone #, etc.) can be completed at HR Forms - Jefferson Parish Schools

PERSONAL Email Address:

Resignation Date: _____ OR Retirement Date: _____

Certified or Support: Select one (1) reason for separation.

CERTIFIED: (Principal, AP, Dean, Teacher, Social Worker, Counselor, etc.)	☐ Accepted teaching/leadership position **within** Louisiana
	☐ Accepted teaching/leadership position **outside** of Louisiana
	☐ Accepted a position outside of the field of education
	☐ Anticipating termination
	☐ Dissatisfaction with Principal / Supervisor
	☐ Dissatisfaction with school or district policies
	☐ Personal Circumstances

SUPPORT: (Custodian, Clerical, Para, Technician, etc.)	☐ Accepted position **within** another Louisiana school system
	☐ Accepted position with school system **outside** of Louisiana
	☐ Accepted a position outside of the field of education
	☐ Anticipating termination
	☐ Dissatisfaction with Principal / Supervisor
	☐ Dissatisfaction with school or district policies
	☐ Personal Circumstances

NOTE (1): Employees transferring from one public school system to another within the State of Louisiana are entitled to transfer accumulated sick leave (ASL). Please indicate applicable option below:

☐ Option (1): Transfer all my ASL to the following PUBLIC school system: _____

☐ Option (2): I wish to be paid for remaining sick leave up to 25 days *(To be eligible, an employee's hire date must be prior to September 3, 2013).*

NOTE (2): If an employee is resigning their position, and will be receiving Social Security or Optional Retirement (ORP) benefits, and did not contribute to a statewide retirement system such as TRSL or LSERS, you may be eligible to continue your Office of Group Benefits health insurance coverage. The insurance department can be reached at (504) 349-8564 for more information.

NOTE (3): If applicable, benefits will be terminated at the end of the month of the resignation date.

NOTE (4): Anyone who resigns from the district and wishes to be rehired must be separated for **90 calendar days** before re-applying and being eligible to reach Mutual Consent for an equivalent position. An employee may, however, accept a promotional or demotional position within the 90 days.

NOTE (5): Employees rehired after 90 days will return to their previously verified step on the pay scale. Employees must be separated from JPS for one (1) year before employment verifications will be reevaluated.

NOTE (6): JPS assets issued to an employee by Technology (computers, phones, push to talk, etc.), *MUST be returned directly* to the Technology Department. All assets must be returned in acceptable, reusable condition, excluding normal wear and tear. Equipment can be returned Monday through Friday, between 7:30 AM and 4:30 PM to the Technology Department at the Administration Building Annex (Warehouse) located at 4600 River Road, Marrero, LA 70072, or the Paul Emenes Building located at 822 Clearview Parkway, Harahan, LA 70123.

NOTE (7): ID badge, keys, curriculum materials, etc., should be returned directly to the school.

NOTE (8): Upon separation, if applicable, benefits will be terminated at the end of the month of the resignation date. You will receive COBRA information directly from the Office of Group Benefits (OGB) following your separation. For more information on COBRA, contact OGB at 1-800-272-8451 or cobra@la.gov.

Exit Survey:
To better understand what employees value most in the workplace and why they leave, please complete the Exit Survey located at https://forms.gle/4Vgsu7ZiLTg3sBMTA. The information is confidential and will be used as part of JPS' continuing efforts to improve policies, practices, and programs as well as to develop additional opportunities to our employees that will create a more favorable workplace and work experience.

It is the responsibility of the employee to ensure that Human Resources receives the *ORIGINAL* resignation form. A copy can be provided to the Principal/Supervisor.

_____ _____

Employee Signature Date:

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Dr. James Gray
Superintendent

Donna W. Joseph, M.Ed.
Chief Human Resources Officer

JP Schools Off-Boarding Checklist

- ☐ Submit an official separation notice (Resignation or Retirement) to immediate supervisor/hiring manager.

- ☐ To better understand what employees value most in the workplace and why they leave, please complete the Exit Survey located at https://forms.gle/4V9su7ZiLTg3sBMTA. The information is confidential and will be used as part of JPS' continuing efforts to improve policies, practices, and programs as well as to develop additional opportunities to our employees that will create a more favorable workplace and work experience.

- ☐ Return all applicable items keys, access key cards (501, Emenes, 4600), ID Badge, Teaching materials, District/School-issued equipment, etc. All items are to be returned to the school/department/unit that issued the equipment.

- ☐ Return all applicable district issued devices (Chromebooks, laptops, hotspots, iPhones, Push-to-Talk, etc.) DIRECTLY to the Technology Department.

    - District-issued devices must be returned to either of the following Technology Repair Center locations between 7:30 A.M. – 4:30 P.M.:
        - 4600 River Road, Harvey (Westbank)
        - 822 S. Clearview, Harahan (Eastbank)

- ☐ Ensure that any files that are needed from JP Gmail and/or Google Drive, are downloaded. Once separations are processed, access to Gmail/Google Drive is inaccessible.

- ☐ Any/all benefits (Medical, Dental, Vision, etc.) END on the last day of month of separation. For additional information, contact the Benefits Department at (504) 349-8564. Upon separation, if applicable, benefits will be terminated at the end of the month of the resignation date. You will receive COBRA information directly from the Office of Group Benefits (OGB) following your separation. For more information on COBRA, contact OGB at 1-800-272-8451 or cobra@la.gov.

- ☐ Ensure that current phone number and address are provided to the district. The information can be updated using a 'Change of Address/Name" form located via the following link: https://www.jpschools.org/departments/human-resources/hr-forms

- ☐ Even after separation, employees have access to Employee Online (paystubs) via the following link: https://www.jpschools.org/departments/finance/payroll