ACPS Employee Offboarding – Quick Guide (For Employees)

1. Submit Your Resignation/Retirement

- Submit your notice through **PowerSchool Records**.
    - You will be required to upload your official resignation letter into PowerSchool before you submit your resignation.
- You will receive a Confirmation of Resignation sent to your personal email with instructions and required exit documents.

2. Review the Separation FAQ located in PowerSchool or sent via email and complete the following tasks:

- Sick Leave form (if applicable)
- Information Change Form (if applicable)
- Exit Interview Survey

3. Final Work Day Expectations

- Work through your approved last working day as confirmed by your supervisor.
- Return all ACPS-issued equipment (badge, laptop, charger, keys, etc.) to your supervisor on your last day.
- Central Office employees may return their technology directly to the Technology Department.
- Please note that any missing items will result in a charge deducted from your final paycheck. The cost breakdown for each item is listed below.
    - Laptop varies by model
        - Teacher/Staff Device- $800
        - Administrator Device- $1100
        - Chromebook- $300
    - Phone - up to $250
    - Tablet- $300
    - Chargers- $25

4. Technology & System Access

- IT will disable access to:
    - ACPS email (Gmail)
      VPN & network drives
    - Canvas, Clever, and other ACPS platforms
- Your access will end upon completion of your last working day.

5. Final Pay, Benefits & Leave

- Payroll will process your final paycheck and any eligible leave payouts which can take two to three pay cycles following your separation.
- Benefits will send information regarding:
    - COBRA continuation coverage (as applicable)
    - Retirement plans (as applicable)

Important to Know

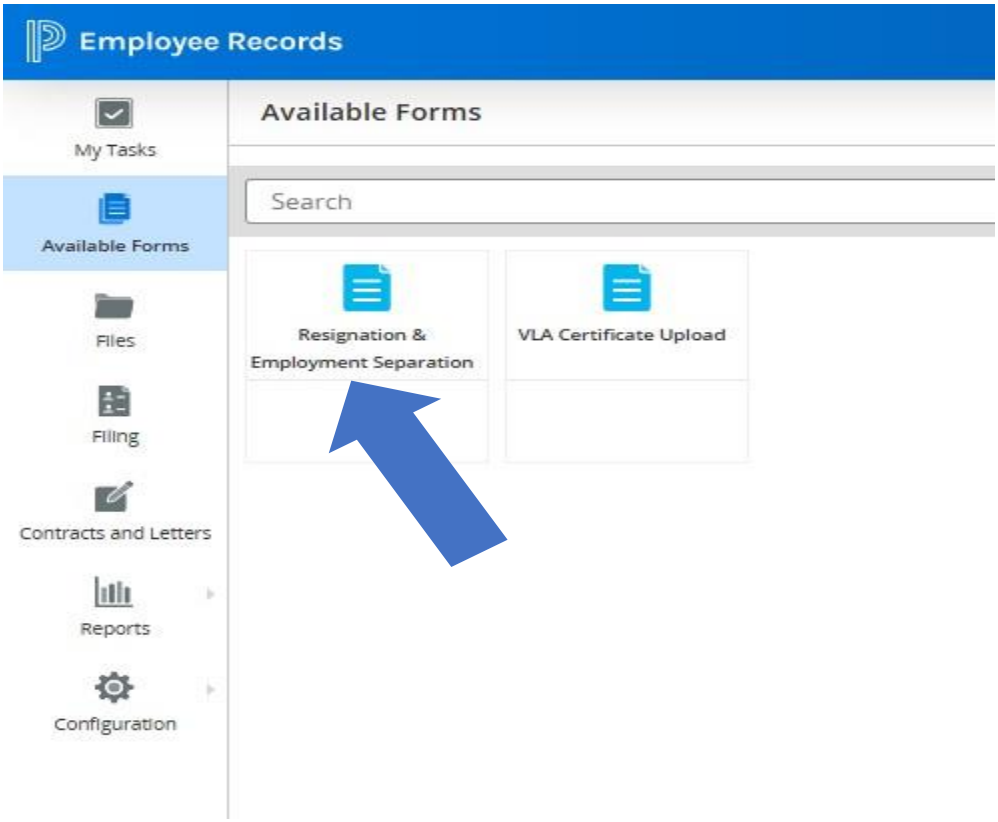
- Once fully processed, resignations cannot be reversed.
- HR will contact your personal email if any exit documents are missing.
- For questions at any point, reach out to **Human Resources** at hr@acps.k12.va.us

February 2026

Employee How To: Employment Separation in Talent Ed

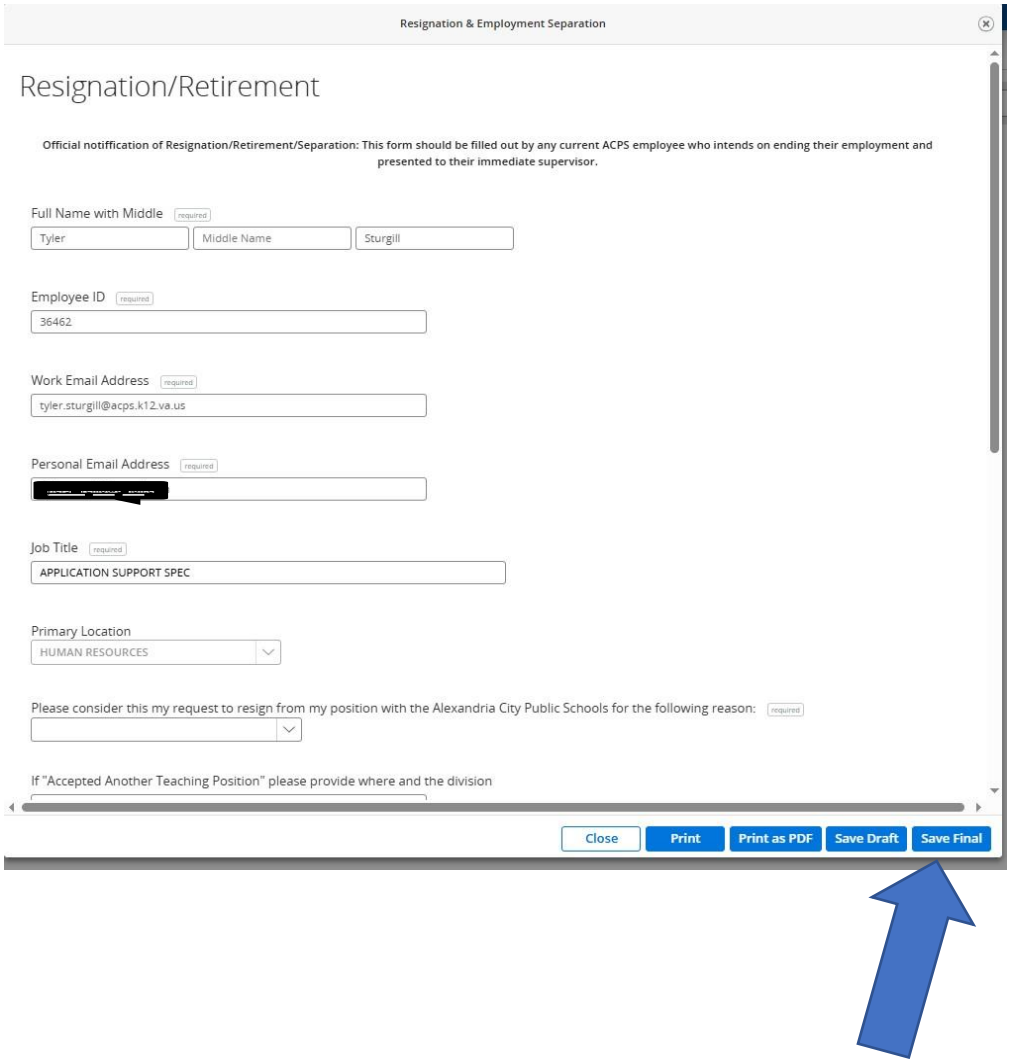
Step 1: Access the Separation Form

- Log in to the **Employee Records** portal.
- On the left-hand navigation sidebar, select the **Available Forms** icon.
- Locate the **Files** section and click on the icon titled **Resignation & Employment Separation** to open the form.



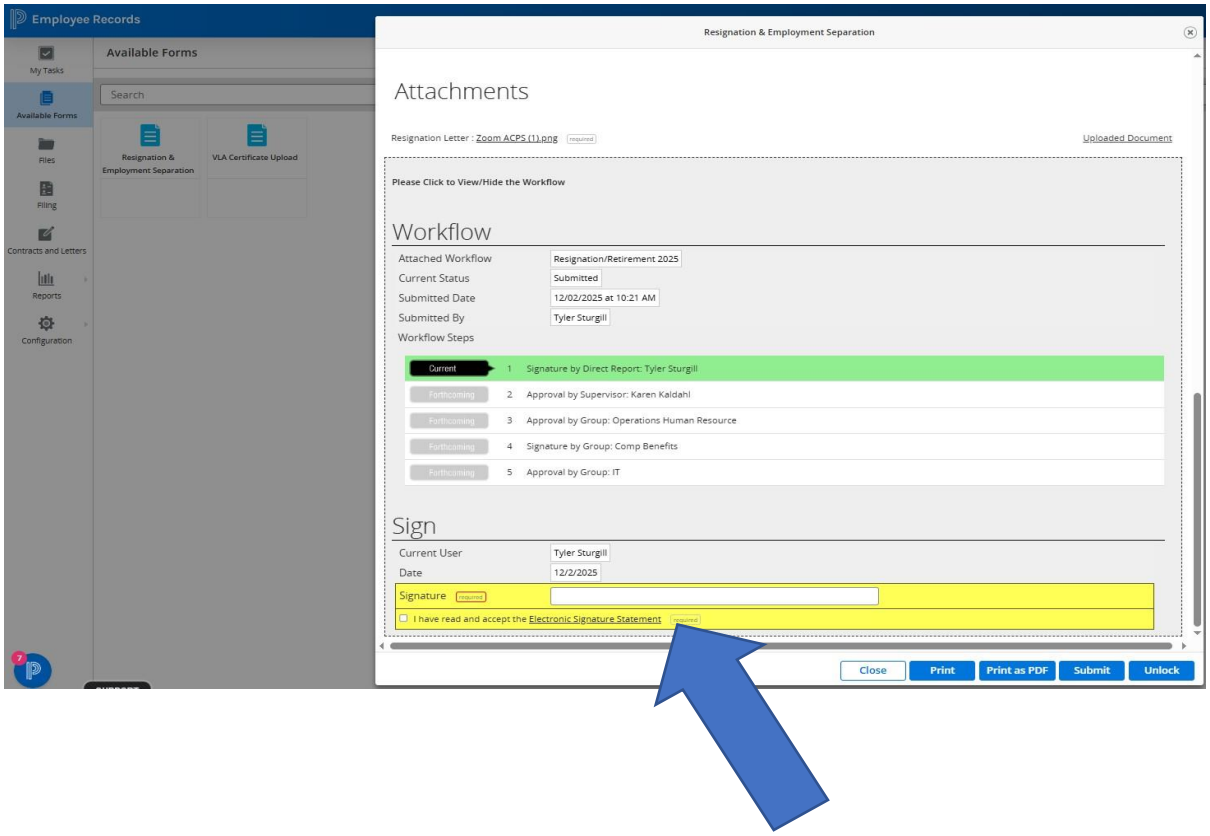
Step 2: Complete the Resignation Form

- This form serves as the official notification for any ACPS employee who intends to end their employment and should be presented to their immediate supervisor.
- Reason for Separation: Select the **"Reason For Your Resignation"** from the dropdown list.
    - If you select **"Accepted Another Teaching Position,"** you may provide the division and location in the text box below.
- At the bottom of the screen, you may select:
    - **Save Draft:** To save your progress and finish later**.**
    - **Save Final:** To lock your entries and proceed to the signature phase.
    - **Print / Print as PDF:** For your personal records.



Step 3: Workflow, Signature, and Submission

- **Review Workflow:** You can click to view or hide the **Workflow** section to see the approval steps, including your **Supervisor**, **Human Resources**, and **Benefits**.
- **Electronic Signature:**
    1. Confirm the **Current User** and **Date** are correct.
    2. Type your name into the **Signature** box.
    3. Check the box stating: **"I have read and accept the Electronic Signature Agreement"**.
- **Final Submission:** Click the blue **Submit** button at the bottom of the window to finalize the request.



Step 4: View Your Submitted Form

To track or view your form after it has been submitted:

1. Navigate to **My Tasks** in the main side menu.
2. Click on the **Completed** tab at the top of the screen.
3. Your **Resignation & Employment Separation** form will be listed here.

