



SNOQUALMIE VALLEY

SCHOOL DISTRICT

Separation of Employment

Complete this form only if you are severing all employment with the District. If you want to resign some of your assignment or move from a regular employee to a substitute, please complete the Change of Status Request form.

Employee Name _____ Location _____

Personal Email _____ Position _____

Contact Information Update - This will update your records in Skyward. It is important to have a current address on file for any future mailings like W-2s. Additional updates can be emailed to humanresources@svsd410.org

Updated Address _____ Updated
Phone Number _____

☐ **Resignation** of all assignments (base assignment, co-curricular, extra-curricular, etc.).

Effective Date: _____

Benefits will terminate at the end of the month in which you resign, i.e.: for an effective date of June 25 benefits will end June 30; for an effective date of August 5, benefits will end August 31.

All resignations:

Will you be working at another public school district in WA state? ☐ Yes ☐ No

If yes, what school district? _____ Anticipated start date? _____

If retiring:

Are you planning on drawing a pension? ☐ Yes ☐ No

If yes, anticipated start date of pension _____

Sick Leave Hours: I wish to cashout my sick leave if eligible: ☐ Yes ☐ No.

Note: Sick leave cash out is only available when separating service from regular employment with the District and the employee meets the qualifications in WAC 392-136-020.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

-----For Office Use Only-----

HR Admin Signature _____ Date _____

Board Date _____ Approved _____ Denied _____

☐ New ☐ Revised

☐ Payroll Copied

Submit form to humanresources@svsd410.org –DO NOT send in a duplicate copy

Updated 6/8/2026

SNOQUALMIE VALLEY SCHOOL DISTRICT

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