PUYALLUP SCHOOL DISTRICT
A Tradition of Excellence

Notice of Resignation/Retirement

Personnel Information

Name (Last, First, Middle)		Employee ID

Position	Location (if Substitute, list "District-Wide")	Bargaining Unit

Primary Phone Number	Secondary Phone Number	Personal E-Mail Address

Please select the position type in which you are resigning/retiring

☐ Certificated	☐ Classified	☐ Substitute	☐ Hourly
☐ Coach	Specific Coaching Position:		

Resignation/Retirement Details

The information requested below will assist the Human Resources Department in accurately calculating your pay, providing information to SEBB for your benefits, providing accurate and timely information for state and federal reports and will assist us in our internal staffing efforts.

If you resign/retire at the end of a school year and intend to be paid through August, please put August 31st as your resignation/separation date.

Date of Last Working Day OR using approved paid leave	Date of Resignation/Separation

◯ Retirement

Retiring employees have the option to be recognized in celebratory communications by the District and by the Board of Directors at the end of the year in a celebration school board meeting.

☐ I wish to be recognized at the board recognition/District communications

☐ I do not wish to be recognized at the board recognition/District communications

◯ Resignation

Please give specific details rather than a general reason for your resignation/retirement.

Reason:

☐ I am resigning/retiring from all my position(s)

☐ I will be continuing other positions with the Puyallup School District: _____

☐ I am resigning my position to become a Student Teacher in the Puyallup School District: _____ *(Student Teaching Location)*

☐ I will be moving to another Washington State Public School District

Please forward communications, including salary warrants, and W-2's to the following address:

Street Address		
City	**State**	**Zip**

Primary Phone Number	Personal E-Mail Address

If you have not submitted this form electronically, please email a copy to **personnel@puyallupsd.org**

Completion of this form notifies Human Resources of your intent to resign or retire from all or part of your position. This information will be submitted to the School Board for approval.

Please contact the **District Benefits/Retirement Manager** at retirement@puyallupsd.org or at 253-841-8615 for retirement information.
Please contact **DRS** at 1-800-547-6657 to confirm retirement eligibility and obtain information on the retirement process.