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St. Michael-Albertville School District 885

Resignation - Retirement - Termination

- **This form is used for:** resignations, retirements, terminations, and the end of short-term assignments.
- **Employee resigning or retiring:**
  - Fill form out completely and attach a letter of resignation or retirement, if desired
  - Be sure to state effective date and your assignment(s) - fill out all applicable information
  - Forward to your principal/supervisor
  - Principal/supervisor signs and dates and forwards to Human Resources
- **Employee termination:**
  - Principal/supervisor fills form out completely and forwards to Human Resources
- **Employee resigns and does not fill out form before they have worked their last day:**
  - Principal/supervisor may fill out the form with the appropriate information and forward to Human Resources
  - Be sure to state effective date and the individual's assignment - fill out all applicable information

Name of individual leaving employment:	
Title(s) of each position being vacated:	
Building(s) assignment(s) located in:	
Supervisor(s):	

Reason for leaving employment is (click the box to check all that apply)

- ☐ Retirement (letter attached if applicable)
- ☑ Resignation (letter attached if applicable)
- ☐ Termination
- ☐ Resignation filled out by someone else as employee did not submit paperwork
- ☐ Short-term, long-term sub, or temporary employment concluded
- ☐ Other:

Is this separation the end of ALL employment with the District? (click the box to check all that apply)

- ☑ Yes, this is a District Resignation/Retirement. (Retiring employees who wish to substitute during the next school year, must complete a substitute employment application to be rehired to ensure a full retirement is processed for TRA/PERA.)
- ☐ No, this is a Resignation/Retirement of the positions listed above only.
- ☐ My Long-Term Substitute Teaching job is concluding, but I will continue as a Daily Substitute Teacher for the rest of the School Year. (Notice: STMA Google access ends the last day of a LTS assignment.)

Last day (date) of employment:

For any stipend-based, seasonal, or coaching positions, did the employee complete the entire assignment for this school year:

- ☐ Yes, the season/assignment is over and was completed.
- ☐ No, the individual completed _____ days out of a total assignment period of ____ days.

Employee Signature:		**Date:**	
Supervisor Signature:		**Date:**	

Please Keep a Copy for Your Records: *Print, sign, and send completed form to your principal or supervisor. The employee may retain the original signed copy signed by both; HR needs a paper copy or a scanned copy (STMAHR@mystma.org) but not both.*