Puyallup School District
HUMAN RESOURCES DEPARTMENT

Employee Resignation/Retirement Form

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

Please give specific rather than general reasons for your resignation or retirement. For example, "My spouse has been transferred to another location and I am moving there with my family," would be more helpful than the statement, "I am moving away."

- ☐ Certificated
- ☐ Classified

_____

Print Name Employee Number **OR** Social Security Number

_____

Position Title Location

My last day of work or using approved paid leave will be _____
MM/DD/YY

- ☐ **Retirement**
- ☐ **Resignation**

Reason:

_____

_____

- ☐ **I will be continuing other positions with the Puyallup School District _____**
- ☐ **I will be continuing as a _____ substitute**

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

_____

Street Address City State Zip Code

(_____) _____ _____

Area code Telephone # Signature Date

Please fax this form to **(253) 841-8650** or you can email a scanned copy to **personnel@puyallup.k12.wa.us** or you can mail this form to: **Human Resources Department**
302 2nd St SE
Puyallup, WA 98372

Completion of this form alerts HR to your intention to resign or retire all or part of your position. This information will be submitted to the Board for approval and an official letter regarding Board action will follow.

Please contact the District Retirement Specialist at 253-841-8765 for retirement information.
Please contact DRS at 1-800-547-6657 to confirm retirement eligibility and obtain information on the retirement process

Revised 4/5/2016