

PRINT THIS FORM, COMPLETE AND SUBMIT TO: Twila benatw@centralschools.org and Shayne tsossh@centralschools.org

The New Mexico Public Education Department (NMPED) requires us to report retention data and the reasons for leaving. This form will serve as a discharge summary and/or resignation.

1. Employee may attach additional information/documentation to the Notice of Resignation/Retirement.
2. Employee will send this completed Notice of Resignation/Retirement to Human Resources.
3. Employee will give a copy of the Notice of Resignation/Retirement to his/her immediate supervisor.

Per School Board Policy (G-5900), professional employees shall give thirty (30) calendar days written notice of intent to resign.
Per School Board Policy (G-9200), support staff employees shall give ten (10) calendar days written notice of intent to resign.

TO: Human Resources Department

FROM: _____
CCSD Employee (Print Name) CCSD Employee (Signature-REQUIRED)

DATE: _____

SUBJECT: NOTICE OF RESIGNATION / RETIREMENT

I, _____ will be resigning my position as
Employee's Name

_____ at _____
Job Title Location

My last day of work will be: _____
Date

My reason for leaving is: (check all that apply)

- (1) Left New Mexico and teaching in other states
- (2) Left the profession for reasons other than retirement
- (3) Left to teach in private school in New Mexico
- (4) Left to teach in other public/charter school in other NM district
- (5) Took non-teaching position in district
- (6) Deceased
- (7) Retired
- (8) Personal Reasons
- (9) Non-Renewal of Contract
- (10) Non-Renewal of Teaching License
- (11) Discharge prior to end of contract
- (12) Resigned position prior to end of contract
- (13) RIF (Reduction in force) / RIS (Reduction in Staff)
- (14) Leave of Absence
- (15) Military Service
- (18) Completion of Short Term Contract
- (99) Unknown Reasons
- I am attaching additional information/documentation.

PLEASE KEEP A COPY OF ALL DOCUMENTATION FOR YOUR PERSONAL RECORD