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