

**COLUMBUS COUNTY SCHOOLS
TENDER RESIGNATION/RETIREMENT**

I hereby tender my resignation/request for retirement from employment with the Columbus County Public Schools **effective at the close of the day on** _____ (month, day, year).

***NOTE: YOUR LAST PAYCHECK MAY NOT BE ON DIRECT DEPOSIT.**

Name: _____
 (Last) (First) (MI)

Forwarding Address: _____

School or Department: _____ Position: _____

Resignation Details: (completion required)

1. Do you plan to transfer to another North Carolina school system or state agency? Yes _____ No _____
 If yes, where? _____
2. **Certified Employees Only:** I have printed a copy of my current year observations, PDP, RTA, &
 summative evaluation. Yes _____ No _____
3. Do you currently serve in an extra duty position? Yes _____ No _____
 If yes, what extra duty position do you hold? _____

Reason (check one)

- | | |
|---|---|
| <input type="checkbox"/> Moved to nonteaching position in the LEA (C75) | <input type="checkbox"/> Resigned to teach in another state (C62) |
| <input type="checkbox"/> Retire with full benefits (C66) | <input type="checkbox"/> Resign – End of VIF Term (C74) |
| <input type="checkbox"/> Retire with reduced benefits (C68) | <input type="checkbox"/> Resign – End of Teach for America Term (C77) |
| <input type="checkbox"/> Re-employed Retired Teacher resigned (C73) | <input type="checkbox"/> Resign – Dissatisfied with teaching (C63) |
| <input type="checkbox"/> Dismissed (C50) | <input type="checkbox"/> Resign – Career Change (C72) |
| <input type="checkbox"/> Did not obtain or maintain license (C56) | <input type="checkbox"/> Resign – Family responsibility/child care (C57) |
| <input type="checkbox"/> Temporary contract ended (C54) | <input type="checkbox"/> Resign – Family relocation (C61) |
| <input type="checkbox"/> Non-renewed – contract ended (C53) | <input type="checkbox"/> Resign – To continue education/take sabbatical (C60) |
| <input type="checkbox"/> Reduction in Force (C51) | <input type="checkbox"/> Resign – Because of health/disability (C64) |
| <input type="checkbox"/> Moved to non-teaching position in another
LEA or Agency (C59) | <input type="checkbox"/> Resign – Moving due to military orders (C76) |
| <input type="checkbox"/> Resign in lieu of dismissal (C55) | <input type="checkbox"/> Resign – Reason Unknown (C69) |
| <input type="checkbox"/> Resign to teach in another NC system (C58) | <input type="checkbox"/> Resign – Other reasons (C65) _____ |
| <input type="checkbox"/> Resign to teach in NC Charter School (C70) | <input type="checkbox"/> Resign to teach in a non-public/private school (C71) |
| | <input type="checkbox"/> Deceased (C67) |

Signature of Employee

Date

Administrator's Signature

Date

Once you have completed this form return it to your principal or immediate supervisor. The principal or immediate supervisor shall submit this form to the superintendent immediately upon receipt.

Human Resources Use Only

Accepted _____		POSITION# _____
Superintendent	Date	HRMS# _____