

**GRAND PRAIRIE ISD**  
***Request for Resignation or Retirement***  
**Non-Contract Employees**

Employee must complete form and submit to: **Immediate supervisor**  
Supervisor must submit completed form to: **Human Resources Office**

**Employee Use Only** *(please print)*

**Professional** *(non-contract only)*     **Paraprofessional**     **Auxiliary**     **Substitute**

Employee Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Current Assignment \_\_\_\_\_ Telephone # \_\_\_\_\_

Campus/Department \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I am requesting one of the following, effective \_\_\_\_\_ *(provide date)*

1.  **Resignation**     *with notice*     *without notice*

**Reason for resignation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.  **Retirement** *(contact the Communications Office for additional paperwork)*

**I have completed the Inventory Checklist form with my supervisor.**     **Yes**  **No**  
*(if no, final paycheck cannot be processed)*

*(Please initial below)*

\_\_\_\_\_ I understand it is my responsibility to keep the Grand Prairie ISD informed of any changes in address until I have received my last Internal Revenue W-2 form (Wage and Tax Statement).

\_\_\_\_\_ I understand that if I have an email account, it will be deleted effective the last day of my employment.

\_\_\_\_\_ I understand I can refer all questions regarding continuation of benefits to the Payroll Office.

**Employee Signature** \_\_\_\_\_ **Today's date** \_\_\_\_\_

**Supervisor Use Only**

Replacement required    Post vacancy     **Immediately**     **Delay until** \_\_\_\_\_

Replacement not required at this time    *please explain* \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Today's date** \_\_\_\_\_