



**Colorado Springs School District 11  
Retirement Process 2013-2014  
Non-Binding Letter-of-Intent**

**Please Complete Form**

Date: \_\_\_\_\_

Send To:

**David Parker  
Director of Compensation  
Human Resources Department**

I wish to notify the Human Resources Department at School District 11 that I intend to retire from D11 at the end of the 2013-2014 school year. I understand that this letter is **non-binding** and may be rescinded at a later date.

- ( ) I wish to work a transition year for the 2014-2015 school year.
- ( ) I do not wish to work a transition year after my retirement.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Work Location

For Certified Staff, please indicate:

\_\_\_\_\_  
Subject Area Taught

\_\_\_\_\_  
Grade Level Taught

**Deadlines for submissions are: Teachers and ESP on or before 5 p.m. on Tuesday, November 26, 2013; Executive Professional staff on or before 5 p.m. on Friday, January 3, 2014. Applications not submitted by the deadlines will not be considered for the Retirement Incentive Program offered by District 11. Individuals who submit this letter after the deadline will still be eligible to retire however, they will not be eligible for the Retirement Incentive Program.**