



NOTICE OF SEPARATION STEP BY STEP INSTRUCTIONS

1. Fill out the “Notice of Separation” request form below.
2. Make sure to include a legible, valid email address to receive your acknowledgment of separation reply.
3. Print the form and sign your name on the signature line.
4. Send your “Notice of Separation” using one of the three methods shown below:
 - Scan and email the signed form to: HRSeparations@seattleschools.org, OR
 - Fax to: 206-743-3020, OR
 - Mail to: Seattle Public Schools
Human Resources
Mail Stop 33-391
PO Box 34165
Seattle, WA 98124-1165
5. If you have any questions when filling out the form, send an email to: HRSeparations@seattleschools.org

If you have not received your Acknowledgement Email reply from Human Resources within 10 business days from the time you have sent your Notice of Separation request, email: HRSeparations@seattleschools.org



Human Resources Department
 ATTN: HR 33-157
 PO Box 34165
 Seattle, WA 98124-1165

Notice of Separation

All employees resigning or retiring from Seattle Public Schools must complete this form. A written letter of resignation is not required but may be attached if you wish. To complete the form online, download and save it to your computer. If you have questions, contact HRSeparations@seattleschools.org.

Name <i>(Please print)</i>	Empl ID #	
Address (Final W-2 statement will be sent to this address)	Home Email address <i>(Please print)</i>	
City/State/Zip	Phone (Home and/or cell)	
My signature below confirms that I am resigning/retiring from my position with Seattle Public Schools.		
Last day of employment	Retirement date (if applicable)	
Job Title	Work Location	Supervisor
Signature	Today's date	

I am submitting my notice of:

Retirement – See [How Do I Retire](#). Questions? Contact [DRS](#) at 800-547-6658.

Resignation

Reason for leaving:

- Reached retirement age
 Health/Medical
 Work Environment
 Promotional Opportunity
 Financial Considerations
 Relocating
 Personal/Other
 Resign/Retire in lieu of termination

*We will send an email acknowledging receipt of your separation form to the email address listed above. This acknowledgement email will also include a link to a **short, confidential survey** about your employment with Seattle Public Schools. Your feedback will assist us in making SPS a great place to work. Thank you!*

Employees wishing to become substitutes after separation, must fill out an application using the NeoGov Applicant Tracking System. To find substitute opportunities, visit <https://www.governmentjobs.com/careers/seattleschools/> and enter “substitute” in the search box to find available substitute postings.

FOR HUMAN RESOURCES OFFICE ONLY	
Date received _____	Received by _____
Unable to verify	Authorized signature _____