

**COLUMBUS COUNTY SCHOOLS  
RESIGNATION/RETIREMENT FORM**

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: \_\_\_\_\_

Personal email address (not CCS): \_\_\_\_\_ (You will receive an employment exit survey within four weeks after your resignation/retirement.)

**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 \_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

POSITION # \_\_\_\_\_