



Separation Process and Form Instructions

All employees resigning or retiring must complete the separation process. Please note that certificated contract employees who intend to break their contract after July 1 must be approved to be released from their contract.

1. Complete the Separation Form on the following page. Please complete all fields, missing or incomplete information will delay the process. A written letter of resignation is not required but may be attached.

Frequently Asked Questions:

Why do I need to provide a permanent address and personal email address? We need contact information to send offboarding information and future payroll/tax information after your employment ends.

How does my last day of employment impact my benefits and pay? Benefits end at the of the month of your last day of employment and your final paycheck will be on the first business day of the following month. For future end of school year separations, use August 2 to maintain benefits through August 31 and maintain the annualized pay schedule with a final paycheck on the first business day of September. Please contact the benefits helpline at benefits@seattleschools.org or 206-957-7066 or payroll at payroll@seattleschools.org with additional questions about benefits or pay.

When does access end to my SPS account? Access to your account, including email, ends on the last day of employment.

Why is my retirement date different from my last day of employment? The retirement date cannot be in the same month as the confirmed last date. Please reference "[How Do I Retire](#)" on our website or contact the Department of Retirement Systems (DRS) at 800-547-6657 with additional questions about retirement.

2. If you are a certificated contract employee and wish to resign or retire from your contract position and continue employment as a certificated substitute, complete a substitute application before submitting this form.

Internal job board: schooljobs.com/careers/seattleschools/promotionaljobs

Postings: "Current Employee Resignation to Sub" or "Current Employee Retirement to Sub"

3. Send the completed Separation Form using one of the methods listed below:

Email: hrseparations@seattleschools.org

Mail: SPS HR, Attn: Separations MS: 33-391 PO Box 34165 Seattle, WA 98124-1165

Fax: 206-743-3020

4. Once received, HR sends an automated email to confirm receipt.
5. Once confirmed and processed, HR sends a confirmation email and activates offboarding process in NeoEd.

For any questions regarding the separation process and form instructions, email: HRSeparations@seattleschools.org.



Separation Form

Please review the separation process and form instructions on the previous page. Please complete all fields on this form and if completed by hand, print all responses in CAPITAL letters.

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Last Name, First Name, Middle Initial	Employee ID Number	
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Permanent Street Address (include unit if applicable)	Permanent City, State and Zip Code	
<hr/>		
Phone Number	Personal Email Address	
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Job Title	Work Location	Direct Supervisor

Select one toggle button to indicate if you are resigning or retiring and indicate the key dates:

Resignation Retirement

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Last Day of Employment	Retirement Date (if applicable)

Report your reason for separating (select one or more):

<input type="checkbox"/> Career/promotional opportunity	<input type="checkbox"/> Relocation	<input type="checkbox"/> Reached retirement age
<input type="checkbox"/> Health/medical	<input type="checkbox"/> Financial considerations	<input type="checkbox"/> Work environment
<input type="checkbox"/> Resign/retire in lieu of termination	<input type="checkbox"/> Personal/other	

For certificated contract employees who wish to resign or retire from their contract position and continue employment as a certificated substitute:

I have completed the relevant substitute application referenced in the prior instructions (#2).
 Not applicable.

By completing this form, I confirm that I am resigning or retiring from my position with Seattle Public Schools.

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Signature (electronic signature is accepted)	Date Signed