



Notice of Resignation / Retirement

This form serves as official notice in lieu of or in addition to written notice.

Employee Group:	Certified Staff (FEA / FPA)	Classified Staff (ESSA)	Non-Represented (Exempt)
	Student / Intern	Substitute Teacher	Temporary

Please print clearly. Complete Parts A and B and return form by email or hand deliver to HR.

Employee Name: _____ **F #** _____

Work Location: _____

Position: _____ **DOH:** _____

Part A		ENDING EMPLOYMENT		
Resign	Retire	Retirement Effective (select box below):		
PERS	TRS	First of month after last work day	July 1 st	Other
Check retirement tier, if known:		Last Work Day is:		
I	II	III	IV	
I plan to work for a summer program? i.e. SPED, After School Program, etc.		Will your health benefits be delayed at retirement due to age?		
No	Yes	No	Yes	

Part B ADDRESS / EMAIL / PHONE NUMBER: Please provide information for benefits and year-end tax information
Inactive employees must notify the District and the Division of Retirement & Benefits (DRB) when updating contact information. DRB updates must be sent directly through address changes after final pay is issued.

Address: _____
Street City State Zip Code

Phone Number: (new primary) () _____
Home Cell

Personal Email: _____ @ _____

Initial the following options, if applicable to your employee group and status. Deadlines are dependent on member agreement /employee contract.

- _____ (initials) **Retirement Stipend.** I acknowledge the Retirement (R-Step) Stipend is issued per member agreement / employee contract.
- _____ (initials) **Leave Cash-in.** I acknowledge the leave cash-in option is issued per member agreement / employee contract.
- _____ (initials) Cash-in forms are on the Payroll website [Payroll Forms & Documents](#) and must be submitted by the applicable deadline.

Employee Signature: _____ **Date:** _____

Office use only. HR will complete this section and return to the employee.			
District Access & Electronics			
K12 account access ends:			
Return laptop / district electronics to the Help Desk, 1 st floor, ADC Building by:			
Employee Benefits. Questions about district health benefits can be directed to: benefits@k12northstar.org			
Health/DVA benefits end:			
Payroll and ESS account. Once inactive ESS pay detail is accessible from: http://employee.k12northstar.org			
Final Pay Issued on:	Eligible for Retirement Stipend \$		
Retirement. Forms and information are on the Div. of Retirement & Benefits site: http://doa.alaska.gov/dr			
Div. of Retirement & Benefits @ (907)465-4460 or (800)821-2251	Empower Retirement @ (800)232-0859		
403b – Omni @ (877)544-6664			
	Desk Initials		Desk Initials
Certified Desk		Employee Benefits	
Classified / Non-Rep. Desk:		Date to Payroll	
Sub / Temp		Employee Supervisor Notified	