



## 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](mailto: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](mailto: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](mailto:HRSeparations@seattleschools.org)*



Human Resources Department  
 ATTN: HRIS Mailstop 33-391  
 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 (File/Save As...). If you have questions, contact [HRSeparations@seattleschools.org](mailto:HRSeparations@seattleschools.org).

Name (Please print) _____	Empl ID # _____	
Address (Final W-2 statement will be sent to this address) _____	Home Email address (Please print) _____	
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!

**BECOMING A SUBSTITUTE WITH SPS**

**Employees who are resigning from SPS may immediately become substitutes with SPS by indicating below.**

Retirees are not eligible for this option. Retirees must be separated from employment for at least 30 days after their effective retirement date before they can return to work for an educational employer and continue to receive an unreduced benefit.

- I would like to become a substitute with Seattle Public Schools as a:
  - Certificated Substitute (cert required)*
  - Clerical Substitute*
  - Special Education Paraprofessional Substitute*

<b>FOR HUMAN RESOURCES OFFICE ONLY</b>	
Date received _____	Received by _____
<input type="checkbox"/> Unable to verify	Authorized signature _____