

## Standard Retirement/Resignation Form

*Please circle:*                      Retirement                      Resignation

*Please Print:*

Last Name:	Middle Initial:	First Name:
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Street Address:
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City:	State:	Zip Code:
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Date of Birth:	Social Security Number:
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Phone Number:	<i>Please Circle:</i>	Full-time	Part-time	Substitute
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Job Title:	Primary Location of Job:
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Please complete this section **ONLY IF** you intend to **RETIRE**:

Initial	
	I hereby request the BWSD Board of Directors accept my <b>RETIREMENT</b> effective _____ (MM/DD/YYYY)

Employee Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Please complete this section **ONLY IF** you intend to **RESIGN**:

Initial	
	I hereby request the BWSD Board of Directors accept my <b>RESIGNATION</b> effective _____ (MM/DD/YYYY)

Reason:
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Employee Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**All Employees: Return this form to Human Resources, along with a letter addressed to the Superintendent of Schools with your intentions - 4900 Curry Road, Pittsburgh, PA 15236**

**Original – Human Resources  
Copy – Employee**