Plano Independent School District
Notice of Separation from Employment Form

To separate from employment with Plano ISD, please submit this completed form to employeerecords@pisd.edu and CC: your supervisor.

Note: If you are separating, (resigning) from Plano ISD and retiring through TRS, your separation date from the district does not have to match your TRS retirement date.

Name: _____ Employee ID: _____
(Please print) First M.I. Last

Current Address: _____
Street City, State Zip Code

Phone Number: _____ Personal E-mail*: _____
*You will receive a confirmation of your separation at this email address

Campus/Department: _____ Position: _____

Reason for Separation: _____

If going to work in another Texas school district, which district? _____

Please choose one:

_____I will be resigning on my last scheduled work day of the current school year.

OR

_____If during the school year, my last date of employment was/will be _____.

If applicable, please list any other Plano ISD position(s) you are currently working in:

_____ Do you wish to also separate from this position? Yes _____ No _____

Visit https://www.pisd.edu/domain/453 for further information about the separation process.

_____ _____
Employee Name Date

_____
Principal/Supervisor Name

Note: Official acceptance of the resignation will be determined by authorized District representatives in Human Resources as outlined in Plano ISD Board Policy DFE (LOCAL).

Please forward this completed form to employeerecords@pisd.edu and CC: your supervisor.

Thank you for your service to the students of Plano ISD!