

Plano Independent School District
Notice of Separation from Employment Form

(A letter of separation must be attached to this form. The letter must be signed and dated.)

Today's Date _____

Birthdate _____ / _____ / _____ Employee ID _____

Name _____
(Please print) First Middle Last

Current Address _____
Street City, State Zip Code

Phone Number _____ Home E-mail _____

Campus/Department _____

Current Position _____

Reason for Separation _____

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

_____ 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 _____.

Please complete this section only if you are currently a substitute and/or adult temporary worker for PISD.

_____ In addition to my regular position with PISD, I am also separating from my substitute and/or adult temporary worker position.

_____ I am not separating from my substitute and/or adult temporary worker position. I will continue to work as a substitute and/or adult temporary worker for PISD.

Please visit www.pisd.edu/employment/separationfromemployment for further information about the separation process.

Employee signature Date

Principal/supervisor signature Date

Please forward signed separation letter and this form to employerecords@pisd.edu.

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