

Lafayette Parish School System

P.O. Drawer 2158, Lafayette, LA 70502

Voluntary Separation Form

Name: _____ SSN or Employee ID: _____

Current Address: _____

School or Department: _____

Position: _____

I am (check one) Resigning Retiring

Reason for resignation (check one):

- | | |
|--|---|
| <input type="checkbox"/> Personal Circumstances / Health | <input type="checkbox"/> Accepted a non-teaching position within district |
| <input type="checkbox"/> Dissatisfaction with school/district policies | <input type="checkbox"/> Accepted position outside the school system |
| <input type="checkbox"/> Accepted new position outside of LA | <input type="checkbox"/> Accepted new position within LA |
| <input type="checkbox"/> Anticipating Termination | <input type="checkbox"/> License Revoked |

What is the last day you will work for LPSS? _____

Are you in PIP? Yes No

Have you submitted all keys to the appropriate school official? Yes No

Supervisor's Signature: _____ Date: _____

I UNDERSTAND THAT I RELINQUISH ALL RIGHTS TO MY PRESENT JOB ONCE I HAVE SIGNED THIS FORM, INCLUDING ANY CLAIM TO RETROACTIVE PAY RAISES WHICH MAY BE ADOPTED BY THE BOARD AFTER MY LAST DAY WORKED.

If you are interested in requesting a refund of your employee contributions to the retirement system, please complete a Form 7 for TRSL or LSERS. I understand that I will not be allowed to work as a substitute with LPSS within 120 days of my resignation date.

It is our standard procedure, for legal and civil reasons, to terminate access to all LPSS intellectual devices immediately upon an employee's official departure from employment. Any and all intellectual property that an employee creates as a part of their employment, or by the use of equipment and services provided as a part of employment, are to be considered the property of LPSS and any personal copies of said items should be made by the employee prior to the end of their official employment.

Employee's Signature: _____ Date: _____

If you move between now and the end of the current calendar year, please notify Human Resources of your new address so that we may mail your W-2 forms in January.
