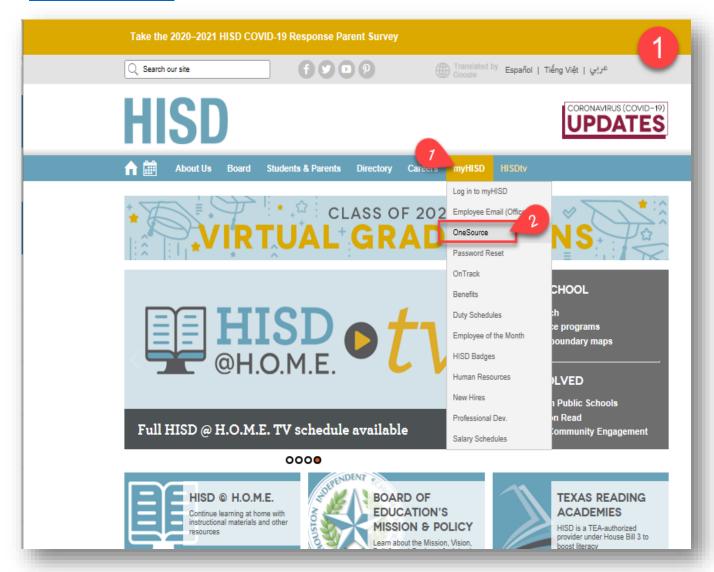
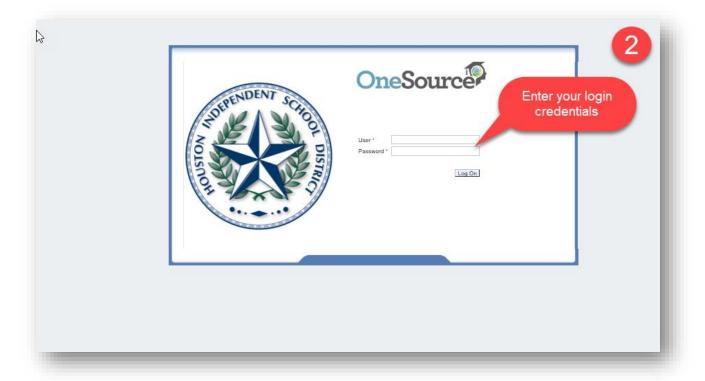
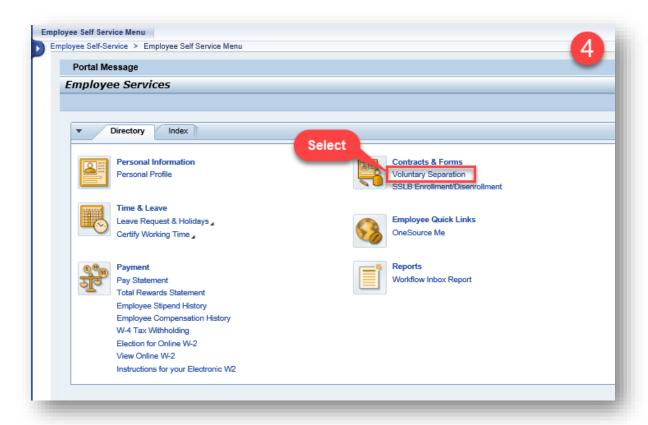
## Steps for the online separation process

## Got to www.houstonisd.org









Voluntary Separation for Emplo	oyee:		
Check   Send			د ع2
▼ Voluntary ¬tion			
Voluntary \$ Once co	omplete		
	'Check"		SECOENT SON
	Send"		
		Complete the data below	
Employee Information	_		42.20
Employee:	•	Personnel Number:	
Position:		Position Number:	
Org. Unit Name:		Org.Unit Text:	1030804000
Enter the following information	on		
* Separation Effective Date:	06/29/2020	* Personal Email:	
* Last Working Date:		*Reason:	
<ul> <li>I understand that I must contact either the HISD Retirement Storefront or TRS directly in order to retire from TRS. This form only designates my separation from HISD as an employee.</li> </ul>			
	The Same employee.		
	<ul> <li>Employees that resign in good standing</li> </ul>	g may be eligible to re-apply.	
	Employees with a Chapter 21 Contract	t that resign during the school year or after the penalty free per	od; eligibility for re-employment may face restrictions.
<ul> <li>Employees with a Chapter 21 Contract that resign effective the end of the school year or before the penalty free date (45 days before the first day of instruction of the following schoolyear), you are eligible for rehire at any time.</li> </ul>			
Click the link for contract release information: Contract Information Link			
	Please fill out this survey to help us support our l	human resources in the future: Survey Link	
Please answer the following questions:			
* If you are resigning at the end of the school year, are you or will you be teaching summer school?:			
* If you are resigning at the end of the school year, do you wish to maintain benefits through August?:			
If not indicated, your benefits will end the last day of the month in which you last work.			
My Submittal of this form acknowledges I understand the following:			
<ul> <li>I am resigning from the Houston Independent School District (HISD) and the campus / work location to which I am currently assigned.</li> </ul>			
I cannot resolid my resignation once it is accepted by HISD			
<ul> <li>It is my responsibility to return any HISD property including laptop computer and / or keys to the appropriate department.</li> </ul>			
My Ems	ail and Employee Portal account will be deactivated based on a	my effective date at 11:59p.m.	
My Final Psycheck will be direct deposited.			
<ul> <li>My benefits coverage will end on the last day of the month worked, unless noted otherwise in the benefits question above.</li> </ul>			
<ul> <li>Your Cobra information and W2 will be mailed to your address on file unless otherwise noted in the address change box below.</li> </ul>			
	ed Change to Mailing Address:   • US Address (type Address	s below) International Address (type Add	ress in Comments)
Ac	ddress Line 1:		
	City:		
	State:		
	ZIP Code:		
Previous Comments:			
New Comments:			