COFFEE COUNTY BOARD OF EDUCATION
1343 McArthur Street
Manchester, TN 37355
Telephone-931-723-5150 Facsimile-931-723-8285

Resignation/Retirement Form

Please check one: I am ***Resigning*** ☐ I am ***Retiring*** ☐

Name_____Social Security _____

Mailing Address_____Phone_____

City, State, Zip Code_____

Current Position(s)_____School(s)_____

NOTE:

- **Must completely fill out and submit this form to your Principal/Supervisor immediately**
- **Late submission can result in delays**
- **Resignations become effective once received by the Central Office**
- **Please make an appointment with the business department regarding pay, insurance term date, benefits etc.**
- **Certified/Licensed employees: Login to TNCompass and review your account. Please make necessary account changes**

Last Physical Day of Work (Date)_____

(This day should be your last *working* day of employment with Coffee County Schools)

I hereby resign/retire my position with _____ _____

School Position

TECHNOLOGY NOTICE: Effective at the end of the business day, your email and computer accounts will no longer be accessible according to the date you resigned/retired.

REQUIRED NOTICE:

Licensed positions: State law stipulates at least thirty days (30) calendar days' notice. License revocation is allowable when acceptable notice is not given.

Paraprofessionals Notice: At least fourteen (14) calendar days' notice is requested.

Please state reason for resignation: Check one

_____***Retirement****** _____Teach/Work in another school system _____Other:Please state:_____

******For "Limited Reemployment":** ***If a retiree returns to work in other than a temporary position with a covered TCRS employer, the retirement benefit will be suspended and the employee will have the option of waiving membership or rejoining TCRS for additional salary and service credit. The Limited Re-Employment form found at http://treasury.tn.gov/tcrs/PDFs/Limited-Reemployment.pdf will need to be started by the applicant and completed by the school system and submitted to the Tennessee Department of Education for approval.***

******For 120-Day temporary employment:** ***All retirees (including substitute teachers) working under the 120 day temporary employment provisions are required to complete the TCRS Temporary Employment form found at http://treasury.tn.gov/tcrs/PDFs/tr0228.pdf when first employed and on an annual basis, as necessary. This form is started by the applicant and completed by the school system and submitted to the Tennessee Consolidated Retirement System (TCRS).***

_____ _____

Employee's Signature Date

_____ _____

Principal and/or Supervisor Signature Date

_____ _____

Director of Schools and/or Designee Signature Date

_____ _____

Deputy Director of Schools and/or Designee Signature Date