



Mission Consolidated Independent School District  
**Human Resources Department**  
 1201 Bryce Drive, Mission, TX (956) 323-5641; Fax (956) 323-8169

**HR OFFICE USE ONLY:**

School Year: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Reason Code: \_\_\_\_\_

SS# \_\_\_\_\_

Position: \_\_\_\_\_

DL# \_\_\_\_\_

**NOTICE OF SEPARATION FROM EMPLOYMENT**

*Please return this form to your campus principal or director prior to the date you are requesting separation from employment. Note: No faxes will be accepted, only original forms will be processed. To avoid delay in the processing of this request, all items must be completed. See Policy DC (Local) for more information on contracted employees requesting resignation.*

Employee Name	Employee ID#
Position Title	Campus/Department
	Date of Request

Forwarding Address (Street, City, State, Zip)	Eff. Date of Forwarding Address / /
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**Effective Date of Resignation/Retirement**    \_\_\_\_/\_\_\_\_/\_\_\_\_

Check one:  Resignation     Retirement     Termination     Lapse in Service

I am presently on leave, and now wish to resign:    \_\_\_\_ Yes    \_\_\_\_ No

State reason for separation from employment: (During contract term documentation is required for justification)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I presently have child(ren) attending MCISD:**    \_\_\_\_ Yes    \_\_\_\_ No

**If yes, please indicate the names of the child(ren) and campus. –See Policy DEB (Local)**

<b>Name of Child(ren)</b>	<b>Campus</b>

**Employee Insurance Benefits**  
 Separating employees are required to report to the Payroll Department on or before their last day of employment. Under certain circumstances employees may continue insurance benefits even after separation from employment.

**I have read and understand the information stated above.**

<b>Employee's Signature</b>	<b>Date</b>	<b>Principal/Director Signature</b>	<b>Date</b>

*Return to:                      Human Resources Department  
    1201 Bryce Drive  
    Mission, TX 78572*

**THE BOTTOM PORTION OF THIS FORM IS FOR OFFICE USE ONLY**

<b>Administrative Approval</b>	<b>Date</b>

<i>AESOP</i>		<i>FC/DPS</i>		<i>Employee Master</i>		<i>Inactivated</i>		<i>HR File</i>		<i>Days/ Fund</i>	
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