



ANSON COUNTY SCHOOLS

Separation of Employment Form

320 Camden Road
Wadesboro, NC 28170
704-694-4417
704-694-7479 (fax)
www.ansonschools.org

Employee Name: _____ Social Security #: _____

Address: _____

Sex _____ Race _____ School/Department: _____ Assignment: _____

Effective Date: _____ If Teacher, is the teacher tenure (yes or no) _____

Would you accept Re-employment with the school system? (yes or no) _____

Reason for Separation (mark X for one only)

<input type="checkbox"/> Retire w/ full benefits (code: 66)	<input type="checkbox"/> VIF Resigned - End of Term (code: 74)
<input type="checkbox"/> Retired w/ reduced benefits (code: 68)	<input type="checkbox"/> Dismissed (code: 50)
<input type="checkbox"/> Transferred to a Non-Teaching Position (code: 59)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Resignation (select type of resignation)	
<input type="checkbox"/> Re-Employed Retired Teacher (code: 73)	<input type="checkbox"/> Continue Education/Take a Sabbatical (code: 60)
<input type="checkbox"/> Teach in another NC System (code: 58)	<input type="checkbox"/> Health/Disability (code: 64)
<input type="checkbox"/> Teach in other State (code: 62)	<input type="checkbox"/> Career Change (code: 72)
<input type="checkbox"/> Dissatisfied w/ teaching Career Change (code: 63)	<input type="checkbox"/> Reason Unknown (code: 69)
<input type="checkbox"/> Family Responsibility/Child Care (code: 57)	<input type="checkbox"/> Other Reason (code: 65) _____
<input type="checkbox"/> Family Relocation (code: 61)	

I hereby tender my resignation from employment with Anson County Schools effective _____

Employee Signature

Date

HR Administrator Signature & Date

Superintendent Signature & Date

Human Resources Use Only (HRMS)	Finance Office Use Only (AS400)
Date Received: _____	Date Received: _____
Processed by: _____	Processed by: _____

Rev. B

HRM-F013

10/3/2016

Our Mission

"We will ensure that all students acquire skills and knowledge necessary to be successful and responsible citizens."