



# 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)

Date Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

#### Finance Office Use Only (AS400)

Date Received: \_\_\_\_\_

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."