



Canby School District
EMPLOYEE RESIGNATION FORM

Name (Please print)			Date
Employee Number	Hire Date	Birth Date	
Present Address: Number/Street		City	State/Zip
Home Phone	Work Phone	Personal Email Address	
Future Address if Different from Above:			

TO THE BOARD OF DIRECTORS AND THE SUPERINTENDENT OF SCHOOLS, CANBY SCHOOL DISTRICT NO. 86, CANBY, OREGON:

I hereby resign my position in the Canby School District

Effective Date	Assignment	Location
----------------	------------	----------

My reason for resigning is:

Personal
 Retirement
 Relocation
 Another position in the same profession
 Another position in a different profession

Other (Please explain):

Are you retiring from PERS? Yes No

If Yes, what is your PERS retirement date? _____ (Date must be the first day of the month)

Employee Signature	Date
Principal/Supervisor Signature	Date
Human Resources Signature	Date

ADMINISTRATION USE ONLY

<input type="checkbox"/> Hire Date Verified	Years of Service at Retirement	Last day worked	
---	--------------------------------	-----------------	--

BENEFITS			
Benefits end date	Under Age 65? <input type="checkbox"/> Yes <input type="checkbox"/> No	Union Affiliation: <input type="checkbox"/> Admin <input type="checkbox"/> CEA <input type="checkbox"/> OSEA <input type="checkbox"/> Sup/Conf	
Self-Pay Start Date	Date Sent to OEGB		

Send completed form to: Canby School District, Human Resources Dept, 1130 S Ivy St, Canby, OR 97013
OR FAX to 503-266-0024