



**IRVING INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES**

2621 W. Airport Freeway, Irving, Texas 75062-6020 (physical address)
909-Admin/HR – Suite 1100A|PO Box 152637 Irving, Texas 75015-2637
(mailing address)
972-600-5225 (phone) 972-215-52221 (fax)

Notice of Separation from Employment Form

Today's Date: _____
Employee Name: _____ Employee ID: _____
Campus/Dept: _____ Current Assignment: _____
Best Contact Number: _____ Email: _____
Current Address: _____
Street City, State ZIP

Reason for Separation:

- Moving out of area
- Family Responsibilities
- Calendar same as child
- Closer to home
- Better pay
- Promotion
- Continue Education
- Job Outside Education
- Retire
- Certification Requirement

If going to work in another Texas school district, which district? _____

_____ I will be resigning on my last contract day of the current school year.

OR

_____ If during the school year, my last date of employment was/will be _____.

Employee Signature: _____ Date: _____

Principal/supervisor Signature: _____ Date: _____

FOR HR USE ONLY

Position #: _____ Dates of Service: _____

Date of Birth: _____ EEO Code: _____

Education Level:

No Degree Associates Bachelors Masters Doctorate

YOS IISD: _____ YOS-Ext: _____ Total Years: _____