

Date: _____

Name: _____
(Please Print)

Social Security #: _____

I plan to **Retire/Resign** of my own free will, from my position as _____
(circle one)
at _____ School.

MY LAST DAY TO WORK WILL BE: _____

REASON FOR LEAVING: _____ (write in number from list below)

Support Staff

- S1 Closer to home & Family
- S2 Education
- S3 Health or Family
- S4 Leaving education field
- S5 LOA
- S6 Other employment
- S7 Moving or spouse
- S8 Personal reasons
- S9 Resigned by mutual consent
- S10 Retire
- S11 Other _____
- Other _____

Certified Staff

- C1 Leaving NM to teach in other state
- C2 Left for reasons other than retirement
- C3 Left to teach in private school in NM
- C4 Went to other pub/charter NM district
- C5 Took non-teaching position in district
- C7 Retired
- C8 Personal Reasons
- C12 Resigned prior to completion of contract
- C15 Military Service
- C16 Teaching in Another Country
- C19

Current mailing address: _____

In January please mail my W-2 to the following address:

Forwarding email address: _____

(DO NOT USE CMS EMAIL ACCOUNT)

Signature: _____

Return to: Kerry Parker, Executive Director of Human Resources
Clovis Municipal Schools
P.O. Box 19000
Clovis, New Mexico 88102-9000