

BALDWIN COUNTY BOARD OF EDUCATION
RESIGNATION/RETIREMENT REQUEST AND EXIT SURVEY

EMPLOYEE INFORMATION (Complete all sections)

Name: _____ Employee #: _____

Personal Email: _____ Phone#: _____

CURRENT ADDRESS

IS THIS A NEW ADDRESS? Yes ☐ No ☐

Street/P.O. Box: _____

* To change your address at a later date, please visit our website, www.bcbe.org, to print a Change of Address form.

City, State, Zip: _____

POSITION INFORMATION

School: _____

Certificated ☐ Classified ☐

Position/Grade/Subject: _____

REASON FOR SEPARATION

☐

RESIGNATION

MY LAST DAY OF EMPLOYMENT WILL BE: _____
Month/Day/Year

REASON FOR SEPARATION (Check all that apply)

____ Seeking other employment

____ Personal/Family circumstances

____ Moving from area

____ Continued Education

____ Leaving the profession of education

____ Accepting Position with other educational system/agency. Specify system: _____

____ Other, specify: _____

☐

RETIREMENT

DATE OF RETIREMENT (This date is always the first of the month) _____ 1, 20____
Month Year

ORIGINAL SIGNATURE (Typed signatures will NOT be accepted)

Employee Signature: _____ Date: _____

*Please provide a copy to your supervising administrator

FOR CENTRAL OFFICE USE ONLY

Cost Center: _____ Position: _____

Board Date: _____ Agenda ☐ Addendum ☐ HR Signature: _____