



# Retirement & Resignation – All Employees

I, \_\_\_\_\_, will vacate my current position as \_\_\_\_\_ located in \_\_\_\_\_ (school/office location), effective \_\_\_\_\_ (last date of service).

The reason for my resignation/retirement (see note) is indicated on the list below:

## I. \_\_\_\_\_(20) Retirement

- Service
- Ordinary Disability
- Accidental Disability

## II. Resignation

### A. Teaching (specify where)

- \_\_\_\_(41) Another country (\_\_\_\_\_)
- \_\_\_\_(42) Another state (\_\_\_\_\_)
- \_\_\_\_(43A) Another Maryland county (\_\_\_\_\_)
- \_\_\_\_(43B) Maryland State Department of Education
- \_\_\_\_(43C) Baltimore City
- \_\_\_\_(43D) An administrative or supervisory position in Maryland (\_\_\_\_\_)
- \_\_\_\_(44) A Maryland college or university (\_\_\_\_\_)
- \_\_\_\_(45) A private school (\_\_\_\_\_)

My primary reason for making the change in II.A above is (check one)

- \_\_\_\_ to be nearer home
- \_\_\_\_ better salary
- \_\_\_\_ better working conditions
- \_\_\_\_ better position in terms of qualifications
- \_\_\_\_ other (specify) \_\_\_\_\_

### B. Other Voluntary Resignation

- \_\_\_\_(51) Government service
- \_\_\_\_(52) Business position
- \_\_\_\_(53) Defense work
- \_\_\_\_(54) Armed services
- \_\_\_\_(61) Further study at \_\_\_\_\_
- \_\_\_\_(62) Moving to \_\_\_\_\_ because of \_\_\_\_\_
- \_\_\_\_(63) Marriage
- \_\_\_\_(64) Maternity
- \_\_\_\_(65) Home responsibility (please explain further) \_\_\_\_\_
- \_\_\_\_(66) Personal illness
- \_\_\_\_(67A) Dissatisfaction with teaching as a profession because \_\_\_\_\_
- \_\_\_\_(67B) Dissatisfaction with any present position or with the county school system because \_\_\_\_\_
- \_\_\_\_(67C) Feeling of inadequacy to do a satisfactory job
- \_\_\_\_(68) Other (please specify) \_\_\_\_\_

**Remarks:**

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Present Address \_\_\_\_\_

Forwarding Address \_\_\_\_\_

\_\_\_\_\_ Effective Date \_\_\_\_\_

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:**  
*The number or letter designations are the codes by which causes of separation must be reported to the Maryland State Department of Education. The Board of Education of Anne Arundel County will use this information to study the causes of employee turnover in the local school system.*

<b>FOR OFFICE USE ONLY</b>	<input type="checkbox"/> GHRIS Entry/Board Preparation	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Inactivate File
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