



Red River Parish School Board

P.O. Box 1369 · Coushatta, Louisiana 71019

Phone 318-932-4081 fax 318-932-4367

RESIGNATION/ RETIRING FORM

Complete and submit this form to Human Resources Department

EMPLOYEE INFORMATION

Table with fields: Last Name, First Name, Middle, Mailing Address, Apt#, City, State, Zip, Home #, Cell#, Email, Work Site, Position, Subject/ Grade Level

REASON FOR LEAVING

Three horizontal lines for text entry.

Table with fields: Resignation, Date, Retiring, Date

As of the above date, I hereby resign/ retire from this position with the Red River Parish School Board.

Signature _____ Date _____

Superordinate Signature _____ Date _____

Administrative Use Only

Superintendent's Action: Approved: _____ Date: _____

HR: _____ Business Manager: _____ Payroll: _____
initial initial initial