



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

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

REASON FOR LEAVING

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

Employment Verification or Payroll will not be released until all applicable items (Keys, Access ID Badge, Chromebook, and all District/School-issued equipment, etc.)are returned and checked off by Superordinate.

_____ Signature	_____ Date			
Employee has returned and I have collected all applicable items:				
Keys	Badge	Chromebook	District/School-issued equipment	Other _____
_____ Superordinate Signature	_____ Date			

Administrative Use Only

Superintendent's Action: Approved: _____ Date: _____

HR: _____ Business Manager: _____ Payroll: _____ Technology: _____

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Red River Parish Schools Provides Excellent Education: Every Child, Every Day, Whatever it Takes!
The Red River School Board is an equal opportunity agency dedicated to a policy of nondiscrimination regarding Title VI, the Civil Rights Act of 1964, Title IX, and Section 504 of the Rehabilitation Act of 1973.