



Notice of Employment Separation Form

Certificated

Classified

Confidential

Management

Supervisory

SECTION I – To be completed by the employee and submitted to the division, Personnel Services, and Payroll.

Name of Employee (<i>Last, First, and Middle</i>):		Home Telephone No.:	Date of Notice:
Home Address of Employee (<i>Number, Street, Apartment No., City, State, and Zip Code</i>):			
Is Home Address New? Yes No	Position Title:		Unit/Division:
Work Location:	Work Phone:	Last Day of Work (<i>Upon Approval/Acceptance</i>):	

Please provide a brief explanation of the reason for your separation:

Check which box best describes your specific reason for separation: Resigning or Retiring

I understand that all RCOE property must be returned to my supervisor. Signature of Employee:	Date Signed:
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SECTION II – To be completed by the division head/designee and division head of Personnel Services.

Separation from the above position with Riverside County Superintendent of Schools (RCSS) has been received and is recommended to become effective:	
Division Head Recommendation:	Date Signed:
Approved by Division Head of Personnel Services:	Effective Date: Date Signed: