How to resign:

*Log into TalentEd using the below link

https://kckps.tedk12.com/sso/Account/Login?ReturnUrl=%2Fsso%2F

hansas eng	Kansas Public Schools	
Four Products. One Login. Introducing an easier way to access all of your TalentEd products.		
Username . Password	⇒ Discover⇒ Recruit & Hire	
Sign In	Serform	
Remember username on this computer	Secords	
Logging in for the first time?		

*Click on the Icon in the upper right hand corner that looks like a square of boxes and click on employee records



*Once in records on the left side of the page click on Available Forms

My Tasks
Available Forms
Files
Filing
Contracts
Report >
Configuration

*Under Available Forms, click on Notice of Resignation or Retirement

	Available Forms							
My Tasks								
	Search							
Available Forms								
Files		Ē	Ē	Ē	Ĩ			È
Filing	Certified Request for Use of Disability Leave Bank	Certified Staff Salary Adjustment Request Form	Desk File	Early Separation Form - Administrators	Early Separation Form- Classified	Early Separation Form- Teacher	KPERS Enrollment Form	Leave of Absence Request Form (FMLA)
Contracts	Ē	È						
Report	Notice of Resignation or Retirement	Salary Adjustment Form - Administrator						
Configuration								

*Fill out all of the required information and click on save final after you have filled out the form

NOTICE OF RESIGNATION OR RETIREMENT
CERTIFIED RESIGNATION FORM
Please complete the following information to indicate your intent to resign or separate from employment with Kansas City, Kansas Public Schools. It is important to note that this information will be used to update your employment record, to include address and contact information for tax purposes at the close of the calendar year.
SEPARATION INFORMATION
This is an official notice of: *
Retirement
Resignation
The effective date of this notice is: *
(If resigning, this date should be your last duty day unless you are resigning in breach of contract. If retiring, this should be the date provided to you by KPERS.)
Full Name *
Human Resources
Employee ID *
Employee ID
Job Title *
Job Title
Primary Location *
ARGENTINE MIDDLE SCHOOL
Supervisor/Principal's Name *
CLOSE PRINT PRINT AS PDF SAVE DRAFT SAVE FINAL

******Please reach out to your HR Advisor via email to let them know you have submitted this form**