

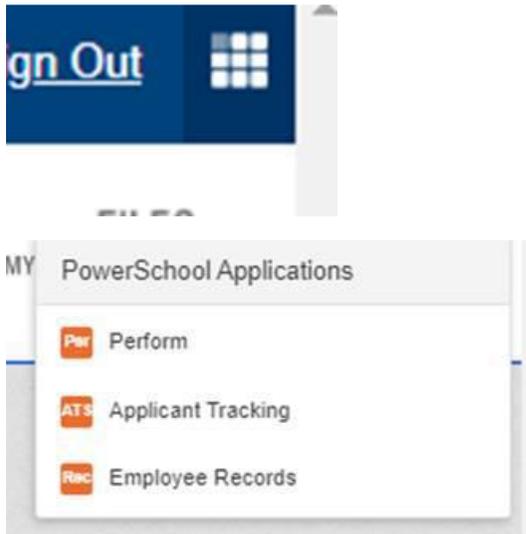
**How to resign:**

**\*Log into TalentEd using the below link**

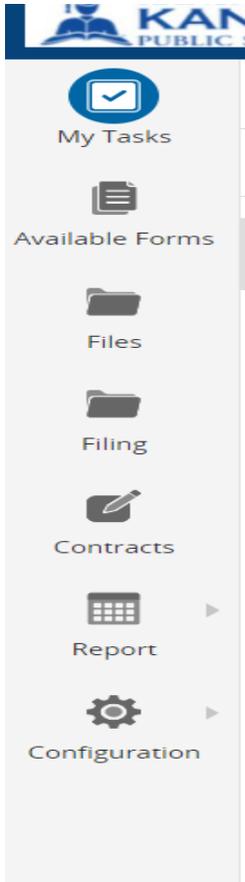
<https://kckps.tedk12.com/sso/Account/Login?ReturnUrl=%2Fsso%2F>



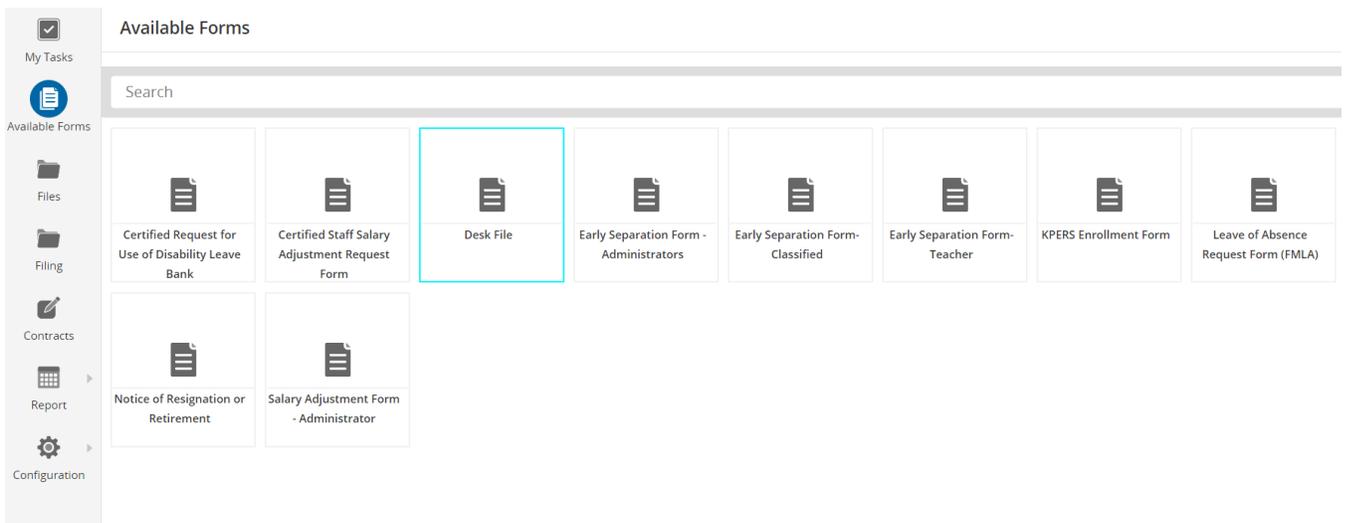
**\*Click on the Icon in the upper right hand corner that looks like a square of boxes and click on employee records**



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



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



**\*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\*\***