

RELAX ★ RELEASE ★ RETIRE

Pre Retirement steps

1. Contact KPERs to verify retirement eligibility
2. Select a tentative retirement date
3. Request a retirement estimate from the Benefits Office (takes 4 to 6 weeks to complete)

ELIGIBLE RETIREMENT DATES:

Classified Staff can retire the 1st of any month
Certified Staff can retire the 1st of June, July or August
School Administrators can retire July 1st

Ready to Retire

60 to 90 days before retirement

- *Pick up a Retirement Application from the Benefits Office*
- *Submit letter of retirement to your Supervisor, HR Rep & the Benefits Office*
- *Apply for Early Separation Retirement*
25+ years in a school district, last 10 years with KCKPS
Certified Teachers receive a monthly stipend
Classified staff receive medical insurance benefit
- *Schedule an appointment to finalize your retirement application*

Required documents at the time of application:

Single: Birth Certificate and Driver's License
Married: Marriage license, Employee & Spouses birth certificate and driver's license.

Contact Crystal A. Primers in the Benefits Office

crystal.primers@kckps.org
(913) 279-2200