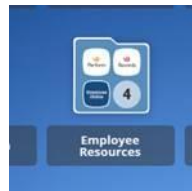


# CCPS Retirement & Resignation Procedures

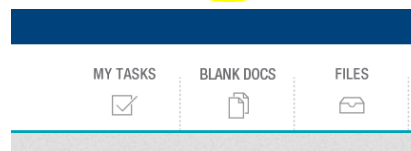
Locate the Employee Resources folder in ClassLink



Log in to RECORDS (single sign on process)



Select Blank Docs



Select Retirement & Resignation Form



Complete form and SAVE FINAL

A screenshot of the "RESIGNATION & RETIREMENT FORM" interface. The form includes a header with the title and a note "This is important for W-2 information." Below this is a large empty text box. The "ACKNOWLEDGEMENT" section contains a statement: "I resign/retire my full time position as an employee of CCPS effective: \*", followed by a date input field and a "MM" dropdown. A paragraph of insurance coverage information follows. The "ATTACHMENTS" section has a label "Resignation Letter/Completed Form" and an "Upload a file" button. A dashed box contains a "Please Click to View/Hide the Workflow" section with fields for "Current User" (with a redacted name), "Date" (4/15/2020), and "Signature" (with a "Click Save Final to move onto the signature step to sign the form" button). At the bottom, there is a checkbox for "I have read and accept the Electronic Signature Statement" and a row of buttons: "CLOSE", "PRINT", "PRINT AS PDF", "SAVE DRAFT", and "SAVE FINAL".