



Office of Human Resources
Fisher Building – 10th Floor • 3011 West Grand Blvd. • Detroit, MI 48202
O (313) 873-6897 • F (313) 748-6115 • E hr.records@detroitk12.org
detroitk12.org

2022-2023 Separation from Service Form

Please consider carefully before submitting to Human Resources. Your decision to separate service for the purpose of retirement or resignation is irrevocable.

I, _____, do hereby give notice to the Board of Education that I am

☐ resigning* ☐ retiring** from the Detroit Public Schools Community District. My effective date of separation

will be: ____/____/____
MM DD YY

Signature _____

Are you currently on an Approved Leave of Absence?

☐ yes ☐ no

____/____/____
Today's Date (MM/DD/YY) Employee ID # _____

Reason(s) for Separation

School/Work Location

Grade

Position/Assignment

Home Address

____-____-____
Home Phone

City

State

Zip

Non-DPSCD Email

Please return this completed form directly to the **Office of Human Resources**. This form supplants the need for a personal letter. **DO NOT** send this form to the Retirement Office.

***Resignation:** Termination of an employee's services with the employee not eligible to receive retirement benefits at this time. Contact the State of Michigan, Office of Retirement Services, (800) 381-5111 or www.michigan.gov/ors to obtain a refund application.

****Retirement:** Withdrawal of an employee's services with a service, deferred, or disability retirement allowance from the Retirement System. Contact the State of Michigan, Office of Retirement Services, (800) 381-5111 or www.michigan.gov/ors to obtain a retirement application form.

To be completed by Human Resources Staff Only:

Effective Date (MM/DD/YY) ____/____/____

☐ resignation ☐ retirement

HR Signature _____

Students Rise. We all Rise

DPSCD does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, religion, height, weight, citizenship, marital or family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions. Questions? Concerns? contact the Civil Rights Coordinator at (313) 240-4377 or dpscd.compliance@detroitk12.org or 3011 West Grand Boulevard, 14th Floor, Detroit MI 48202.