

# Instructions for Completing the Retirement—Resignation Form

# Open the form

Go to Employee Portal and log in with your network credentials. (bvsd.org > BVSD A-Z > AppliTrack: Employee Portal) Click on the Forms tab > click New Form > Find Retirement—Resignation Form > Click Start Form.

**New Form**  
create a new form

Your Forms In Progress

### Create a New Form

Select a form below to create a new form.

**Athletics**

**Statement of Assurance 2015-2016 (Athletics)**  
This form first goes to: Lauren Lough  
[Start Form](#)  
[Preview Form](#)

**Employee**

**Over 1.0 Assignment (DISTRICT FTE)**  
This form first goes to: Judy Steinbaugh  
[Start Form](#)  
[Preview Form](#)

**Over 1.0 Assignment (BUILDING FTE)**  
This form first goes to: Judy Steinbaugh  
[Start Form](#)  
[Preview Form](#)

**Retirement-Resignation Form**  
[Start Form](#)  
[Preview Form](#)

After the form opens, click OK, Continue.

### Retirement-Resignation Form

Organization: **Boulder Valley School District** Employee:

Assigned To: **Employee**

**Boulder Valley School District**

Thank you for taking the time to help us with this form.  
You only have to complete one page.

If you have any trouble completing or submitting the form, [Request Technical Help](#).

Click the "Continue" button below to begin.

**OK, Continue**

# Complete the form


Complete the form and click Submit. The form will go to your supervisor for approval and then will be sent to Human Resources. You will receive an email notification once HR has completed the approval process.

**Retirement-Resignation Form**

Organization: **Boulder Valley School District** Employee:

Assigned To: **Employee**

[Show History](#)

 Please answer the questions below.

[Print Form](#)

CORREY STAPLETON

12938

Location:

Position:

Please accept this form as official notice of my:

NOTE: If you are retiring, there are PERA forms that must be completed.  
Contact PERA at 1-800-759-7372 or [www.copera.org](http://www.copera.org).

Effective Date (Last date of employment):

Reason for leaving (resignations only):

Please add any additional information you would like to include:

Supervisor: