

Employment Status Change Form

Human Resources Department

Employee must complete Sections 1 and 2 and return this form to HREmployeeRelations@fcps.org

Section 1: EMPLOYEE:			
Last Name:	First Name:	Employee ID:	
Work Location:	Job Title:	Additional Jobs:	
Phone:	Work Email:	Personal Email:	
Employee's Signature:		Date Submitted:	
Section 2: EMPLOYEE			
Retirement			
Regular Retirement <input type="checkbox"/>		Disability Retirement <input type="checkbox"/>	
Early Retirement <input type="checkbox"/>			
Spoken with FCPS Retirement Coordinator: Yes <input type="checkbox"/> No <input type="checkbox"/>		Are you a FCPS retire/rehire: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Unpaid Extended Leave of Absence (Documentation must be included with this form at the time of submission.)			
<input type="checkbox"/> Exchange Teaching	Letter of Acceptance from Educational Institution		
<input type="checkbox"/> Higher Education Teaching	Letter of Acceptance from Educational Institution		
<input type="checkbox"/> Study	Letter of Acceptance from Educational Institution		
<input type="checkbox"/> Personal Illness (non-FMLA)	Documentation from Health Care Provider		
<input type="checkbox"/> Medical Caregiver (non-FMLA)	Documentation from Health Care Provider		
<input type="checkbox"/> Parental Leave (non-FMLA)	Explanation of Request		
<input type="checkbox"/> Military	Department of Defense Orders		
<input type="checkbox"/> Peace Corps, VISTA, or National Teacher Corps	Letter of Acceptance from Organization		
<input type="checkbox"/> Association Leave	Explanation of Request		
<input type="checkbox"/> Public Office	Explanation of Request		
<input type="checkbox"/> Other	Explanation of Request		
New Request <input type="checkbox"/>		Extension Request <input type="checkbox"/>	
Return Request <input type="checkbox"/>			
Resignation (Select a Reason):			Employee Exit Checklist
<u>Work in Education</u> <input type="checkbox"/> (41) Other country (specify) _____ <input type="checkbox"/> (42) Other state (specify) _____ <input type="checkbox"/> (43) Another MD county (specify) or MSDE _____ Is new position administrative or supervisory? _____ <input type="checkbox"/> (44) MD college or university (specify) _____ <input type="checkbox"/> (45) Non-public school (specify) _____	<u>Work Other Than Education</u> <input type="checkbox"/> (51) Government services <input type="checkbox"/> (52) Business <input type="checkbox"/> (53) Defense work <input type="checkbox"/> (54) Armed Services	<u>Other Reasons for Resignation</u> <input type="checkbox"/> (61) Study <input type="checkbox"/> (62) Move <input type="checkbox"/> (63) Marriage <input type="checkbox"/> (64) Maternity/paternity/adoption <input type="checkbox"/> (65) Home responsibility <input type="checkbox"/> (66) Personal illness <input type="checkbox"/> (67) Dissatisfaction with teaching <input type="checkbox"/> (68) Other <input type="checkbox"/> (69) Cause unknown	
Last Workday :		Effective Date (1 day after last workday):	
Section 3: HUMAN RESOURCES DEPARTMENT			
Signature:			Date:
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> Separation with Prejudice	<input type="checkbox"/> Separation without Prejudice
NOTES:			

Changes to contact information are the responsibility of the employee. Updates to address, phone, and email information can be made in PeopleSoft using the ["Employee Self-Service"](#) feature.