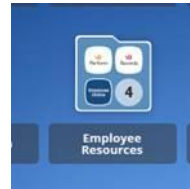


CCPS Retirement & Resignation Procedures

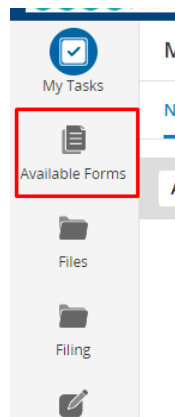
Locate the Employee Resources folder in ClassLink



Log in to RECORDS (single sign on process)



Select Available Forms



Select Retirement & Resignation Form



Complete form and SAVE FINAL

A screenshot of the "RESIGNATION & RETIREMENT FORM" web application. The form is titled "RESIGNATION & RETIREMENT FORM" and includes several sections: "ACKNOWLEDGEMENT" with a statement of intent to resign or retire, "ATTACHMENTS" with an "Upload a file" button, and a "Current User" section with fields for "Date" (4/15/2020) and "Signature". A "Click Save Final to move onto the signature step to sign the form" button is visible. At the bottom, there are buttons for "CLOSE", "PRINT", "PRINT AS PDF", "SAVE DRAFT", and "SAVE FINAL".