



ISAAC SCHOOL DISTRICT NO. 5

3348 West McDowell Road
Phoenix, Arizona 85009-2416
Phone: 602-455-6700
Fax: 602-278-1693
Mario Ventura, Ed.D.
Superintendent

Request to Participate in Phased Retirement

Employee Name: _____ **Location/Department:** _____

I am requesting permission to participate in Phased Retirement with Isaac Schools for the _____ school year.

I can answer yes to the following:

- I have attended a Phased Retirement informational meeting.
- I have contacted Arizona State Retirement System to confirm my retirement eligibility and determined my retirement date will be: _____.
- I have attached a copy of my current year evaluation to this request to show that I have received an effective rating.
- I have met with Human Resources to discuss salary, benefits, sick leave/vacation reimbursement (if applicable).
- I do not have any discipline letters in my personnel file within the last three years.

Employee Signature

Date

I approve this employee for Phased Retirement.

Supervisor Signature

Date