

Cherokee County School District

Office of Human Resources
 141 Twin Lake Road – PO Box 460
 Gaffney, South Carolina 29342
 864-206-2201 (Telephone) 864-902-3524 (Fax)

Name:	Soc Sec No.
Position:	Location:
Effective Date Of Resignation:	Last Day Worked:

Reason for Resignation (Please check correct box and explain in space below):

<input type="checkbox"/> Resigned (Please State Reason in Area Below)	<input type="checkbox"/> Certification Issues
<input type="checkbox"/> Changing Professions	<input type="checkbox"/> Retirement
<input type="checkbox"/> Accepted <u>Teaching</u> Position in Another South Carolina School District*	<input type="checkbox"/> Disability Retirement
<input type="checkbox"/> Accepted <u>Teaching</u> Position out of South Carolina	<input type="checkbox"/> Long Term Disability
<input type="checkbox"/> Accepted <u>Administrative</u> Position in Another South Carolina School District	<input type="checkbox"/> Health Problems/Personal Issues
<input type="checkbox"/> Accepted <u>Administrative</u> Position out of South Carolina	<input type="checkbox"/> Other (See Below)

Employee Comments:

***(Please list your new school district if you are transferring within SC for insurance purposes.)**

***(Please indicate if you would like an exit interview with Dr. Carpenter in Human Resources.)**

Employee Signature

Date

Principal/Director Signature

Date

In accordance with School Board Policy GDQB - A classified staff member who wishes to terminate his/her employment with the district may submit a letter of resignation to his/her supervisor. The supervisor will forward the request to the superintendent. The staff member should submit this letter two weeks before the desired termination date.

In accordance with School Board Policy GCQC/GCQD – Any professional staff member who wants to cancel or terminate a contract must state his/her desire in writing to the superintendent. The district is under no obligation to release a teacher from a contract. For such a resignation to be effective, it must be accepted in writing by the superintendent. When the superintendent does not accept a resignation and the employee fails to continue to perform his/her contractual duties, the superintendent will report the breach of contract to the board. The board may send a formal complaint to the state board of education requesting that appropriate action be taken against the employee for failure to comply with contractual obligations. The district reserves the right not to release the certified employee until a suitable replacement has been found.

NOTE TO PRINCIPAL/SUPERVISOR: Retain a copy of this form in the school office and forward the original to the Office of Human Resources immediately. The resignation is final upon approval of the Superintendent.