



Colorado Springs School District 11
Retirement Process 2018-2019
Non-Binding Letter-of-Intent

Please Complete Form

Date: \_\_\_\_\_

Send To:

Nancy Parker
Director of Compensation
Human Resources Department

I wish to notify the Human Resources Department at School District 11 that I intend to retire from D11 at the end of the 2018-2019 school year. I understand that this letter is non-binding and may be rescinded any time before March 29, 2019. I also understand that I may not rescind my retirement after March 29, 2019.

( ) I wish to work a transition year for the 2019-2020 school year.

( ) I do not wish to work a transition year after my retirement.

Employee Name (Please Print)

Employee Signature

Employee ID#

Address

City, State

Zip Code

Work Phone

Home Phone

Job Title

Work Location

For Certified Staff, please indicate:

Subject Area Taught

Grade Level Taught

Deadlines for submissions are:

- Teachers and ESP on or before 5 p.m. on Tuesday, November 27, 2018;
Executive Professional staff on or before 5 p.m. on Friday, January 4, 2019.

Applications not received by the deadlines will not be considered for the Retirement Incentive Program offered by District 11. Individuals who submit this letter after the deadline will still be eligible to retire however, they will not be eligible for the Retirement Incentive Program.