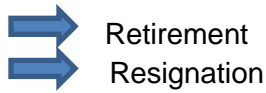


**STATUS CHANGE FORM**  
**FCPS-DEPARTMENT OF HUMAN RESOURCES**  
**191 South East Street Frederick, MD 21701**  
**301 644-5086**

Use this form to notify HR of change in employment status:



Retirement  
Resignation



Leave of Absence  
Extended Leave of Absence

**Important to know:**

- Submit hard copy of form to HR Department, even if form was emailed.
- Changes in employee status are subject to approval by the Board of Education.
- Retirements require a conference with a Frederick County Public Schools Retirement Coordinator.
- Notice of retirement must be given 30 days prior to date of retirement to be eligible for the sick leave payout.
- Resignations submitted after May 1 (non-tenured teachers) or July 15 (tenured teachers) may be considered a violation of contract and could result in suspension of MD teaching certificate.
- Teachers on leave must give notice of intent to return to work by March 1<sup>st</sup>.

<b>Full Name</b>	
<b>ID#</b>	
<b>Current Position</b>	
<b>School/Work Site</b>	
<b>Effective Date of Employment Status Change</b> <ul style="list-style-type: none"> <li>• Contractual assignments end June 30. If requesting a leave of absence for the upcoming school year or if resigning at the conclusion of your annual contractual assignment, use July 1 as the effective date.</li> <li>• For leave requests and notice of resignation occurring during the contract year, indicate the effective date for status change.</li> </ul>	
<ul style="list-style-type: none"> <li>• Resignations – Per the negotiated agreement, employees who received tuition reimbursement during the previous two years may be required to repay monies received.</li> </ul>	

Provide a mailing address for future communications including W4 Tax information, MD State Retirement Information, and HR documents.

Street or PO Box	
City/State/Zip Code	
Phone	
Personal E-Mail Address	
Effective Date If Above Address is New	

**SIGN AND SUBMIT COMPLETED FORM TO THE HUMAN RESOURCES OFFICE**

Signed: \_\_\_\_\_

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

According to Bylaw 13A.12.05 of the Maryland Board of Education as part of the Teaching Contract, "if the certificated employee named herein wishes to vacate his or her position after tenure, thirty days notice in writing shall be given to the County Board of Education prior to the beginning of his or her next school year but **not later than July 15<sup>th</sup>**, except in case of emergency, of which the County Board of Education will judge."

If a person desires to leave employment after the deadlines noted above, without a violation of contract, Board of Education policy requires that the employee request this from the Executive Director of Human Resources. After investigation, the Executive Director shall make a recommendation which shall be acted upon by the Board of Education. If there is a determination of violation, no reference requests will be honored. In addition, Maryland certification may be suspended for one year under certain circumstances.

**Indicate action desired by checking appropriate heading and related information:**

<input type="checkbox"/> Retirement	<input type="checkbox"/> Early Retirement	<input type="checkbox"/> Disability Retirement	<input type="checkbox"/> Retirement
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**RESIGNATION (Check Appropriate Reason – Select One Primary Reason )**

**A) Work In Education**

(41) Another country? \_\_\_\_\_

(42) Another state (Where?) \_\_\_\_\_

(43) Another Maryland county or MSDE (Where?) \_\_\_\_\_

Is new position Administrative/Supervisory?

(44) A Maryland college or university (Name?) \_\_\_\_\_

(45) A nonpublic school (Name/Location?) \_\_\_\_\_

(46) Other type of position in same local unit \_\_\_\_\_

**B) Work Other Than Education**

(51) Government Services

(52) Business

(53) Defense Work

(54) Armed Services

**C) Other Reasons for Resignation**

(61) Study

(62) Move

(63) Marriage

(64) Maternity/Paternity/Adoption

(65) Home Responsibility

(66) Personal Illness

(67) Dissatisfaction with Teaching

(68) Other

(69) Cause Unknown

**LEAVE OF ABSENCE**

(71) Further Study

(72) Illness

Exchange/Foreign Teaching

Service in a Professional Organization

Peace Corps/VISTA/National Tchr. Corps/Government sponsored service

(73) Maternity/Paternity/Adoption

(74) Armed Services

(75) Other, if not mentioned below

Please add comments about the support you received as an FCPS teacher/administrator	
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