



Rescission or Change of Resignation/Retirement Date

440 N. Broad St. Education Center, Second Floor, Portal D, Suite 222, Philadelphia, PA 19130
Phone: 215-400-4600 | Fax: 215-400-4604 | Email: separations@philasd.org

NOTE: SDP Employees are not eligible to rescind or change an acknowledged retirement/resignation without approval from their supervisor. Once you have completed this form, please email this form to your supervisor. Your supervisor should then email separations@philasd.org with the completed and signed form.

Once a determination on the change/rescission has been made, the Office of Talent will notify all of the appropriate personnel and offices. Paperwork is processed based on the date received.

∞It is the responsibility of the **employee** to confirm receipt of this form with the Office of Talent∞

PERSONAL INFORMATION-Print Clearly (this form is fillable, download and save first)

Name (Last, First, Middle)	Telephone Number
Address, City, State and Zip	Employee ID Number 00000-
SDP Email Address:	Personal Email Address:

SEPARATION INFORMATION- You may NOT use a holiday or a paid day off as your last day of work.

Provisions 1101 and 1121 of the Public School Code require professional employees to provide written notice of **SIXTY (60) DAYS** before resignation/retirement becomes effective.

I am requesting to Check this box if you had more than one position and are only resigning/changing the date for one or more positions.

Rescind my retirement/resignation

Change my retirement / resignation date. My new **last day of work** will be _____

Position: _____ Employee Signature: _____

School/Department: _____ Date: _____

Supervisor Name Print _____

Accepts employee's Rescission (if position is still open) or Change of Date

Declines employee's Rescission or Change of Date

Supervisor Signature: _____ Date Signed: _____

Note: This form is available on the SDP website, Office of Talent section and the Benefits section under Retirement.

OFFICIAL USE ONLY	
REC'D STAMP: _____	PERSONNEL INITIALS: _____