

HUMAN RESOURCES DEPARTMENT

281.634.1270 8:00 a.m. - 4:30 p.m.

Are you planning on resigning at the end of this school year and don't know exactly what you need to do? Please follow the step-by-step instructions below to be sure you have not forgotten anything.

1. Submit your employee exit through [My Self-Serve](#) to your principal/supervisor and to the Human Resources Department no later than July 13, 2015, if you plan to resign at the end of the current school year. Please submit your resignation as soon as you know that you will not be returning. For example, if the last day of your contract/assignment is the end of May, but you know months earlier that you will not be coming back for the upcoming school year, submit your resignation right away. No matter what work calendar you are on, your resignation date should be the last day you worked.
2. If COBRA is needed, contact Discovery Benefits at 1-866-451-3399. Please contact the Benefits Department Help Desk at 281.634.1418, if you are not sure if you qualify for insurance benefits extension during the summer months.
3. Submit an [Employee Records Request Form](#) to the [Human Resources Records Manager](#) to request your original service records, official transcripts, and teacher certificate. These original documents will be forwarded to you only after your resignation has been fully processed.
4. Fill out the FBISD Exit Interview (accessible through My Self-Serve during the exit form completion). Your comments are important to us!