

**CADDO PARISH SCHOOL BOARD
1961 MIDWAY STREET
SHREVEPORT, LOUISIANA 71108**

Human Resources Department
Caddo Parish School Board
1961 Midway Street
Shreveport, LA 71108

I hereby resign my position with the Caddo Parish School System as described below:

NAME _____ SOC. SEC. NO. _____

POSITION _____ SUBJECT/GRADE _____

LOCATION _____

EFFECTIVE DATE _____ **

(Last working day)

******PLEASE NOTE THAT THE RESIGNATION DATE CANNOT BE RETROACTIVE******

REASON FOR RESIGNATION _____

MY CURRENT MAILING ADDRESS IS _____

Street Address (P. O. Box)

City

State

Zip

E-MAIL ADDRESS (OTHER THAN CPSB ACCOUNT): _____

The Legislature of Louisiana in Regular Session 2008, enacted Act. No. 466 which requires local school districts to conduct teacher exit interviews to ascertain their reasons for leaving and to gather information that could prove useful in developing strategies to improve teacher retention rates.

An exit interview will be sent to you by e-mail from the Louisiana Department of Education. Upon completion of the interview, when you click on "submit" your exit interview will go directly to the State Department of Education's office.

MY FUTURE MAILING ADDRESS WILL BE _____

Street Address (P. O. Box)

City

State

Zip

SIGNATURE

DATE

****Please be advised that the date of your termination has been accepted; however, the disposition of your final paycheck may be delayed until receipt of clearance by your supervisor on the Employee Release Form. Any current insurance coverage will be terminated at the end of the month of your resignation. Request for change of termination date cannot be changed once processed. You will also receive information about your COBRA continuation rights once your insurance coverage has been cancelled.**