Van Alstyne ISD
Employee Intent to Retire

Van Alstyne ISD employees are required to declare their intent to retire prior to the last semester in which they will work. Example: May retirement- declare intent during the fall semester.

Please complete and return to the Superintendent's office according to the above directions.

Date _____
Employee Name _____
Social Security Number _____
Present Assignment _____
Campus _____
Intent to retire on (date) _____
Date notification was given to TRS _____

Number of years in education _____
Number of years in VAISD _____

Final Payment date: Circle one MAY AUGUST
Address for future correspondence _____

_____ _____
Employee Signature **Principal/ Supervisor**

_____
Superintendent/ Designee

FOR OFFICE USE ONLY
Available sick leave:

LOCAL _____
State Sick _____
State Personal _____
TOTAL PAID/ DATE _____