

KILLEEN INDEPENDENT SCHOOL DISTRICT RESIGNING/RETIRING EMPLOYEE CHECKLIST

_____ **Exit Report Form** (The Exit Report Form may be obtained from your Campus Principal's Office. Teacher laptops must be returned to Property Management.)

_____ **Exit Survey** (Complete an online Exit Survey questionnaire at <http://questionpro.com/t/AismZHIpn>. Your input is valued and we ask that you complete this short survey as you depart the district.)

_____ **Change of Address Form** (If you are moving, please complete a change of address form and forward it to Human Resources. The form is on-line under Human Resources at: <https://www.killeenisd.org/departments>.)

_____ **Professional Learning Transcript** (Before you last work day, please print/save all documents you wish to maintain from eduphoria.)

_____ **TRS 6 – Request for Refund** (This form is only required for individuals wishing to request a refund of their TRS retirement. The form is available at www.trs.state.tx.us and is returned directly to TRS. If you are going to another Texas district, you do not qualify for a refund.)

_____ **Service Record** (If you are seeking employment with another Texas district, you will need to request your service record. Requests can be hand-delivered to Human Resources or e-mailed to personnel.services@killeenisd.org.)

Retirees ONLY

_____ **TRS 7:** Contact TRS at 1-800-223-8778 Telephone Counseling Center; Monday – Friday, 7am to 6 pm

_____ **KISD Retirement Banquet Questionnaire.** Complete and return to the Superintendent's Office

If you have any questions, please call 254-336-0051/0052.