

KILLEEN INDEPENDENT SCHOOL DISTRICT RESIGNING/RETIRING EMPLOYEE CHECKLIST

_____ **Exit Report Form:** The Exit Report Form may be obtained from your Campus Principal's Office.

_____ **Exit Survey:** Complete an online Exit Survey questionnaire at https://killeenisd.qualtrics.com/jfe/form/SV_3RbFAFC1ACiL6Ae 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 make sure to update your address in Employee Service Center prior to your last day of work. You can also complete an address change form and submit to addresschange@killeenisd.org. The form is on-line under Human Resources at: <https://www.killeenisd.org/addressphonechange>

_____ **Professional Learning Transcript:** Before your last workday, please print/save all documents you wish to maintain from Eduphoria. You will not have access after your last workday and HR does not track Professional Development.

_____ **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 https://www.trs.texas.gov/TRS%20Documents/form_6.pdf 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 e-mailed to: EmploymentVerificationHR@killeenisd.org.

Retirees ONLY

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

_____ **Update Email Address:** Be sure we have a valid email address (other than your KISD email).

If you have any questions, please call 254-336-0196.