

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 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/addressphonechange>

_____ **Professional Learning Transcript**: Before your last workday, 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 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 hand-delivered to Human Resources or e-mailed EmploymentVerificationHR@killeenisd.org.

Retirees ONLY

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

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

_____ **Complete Retirement Banquet Questionnaire**: Please click on the link and complete the retirement banquet questionnaire. <https://forms.office.com/r/d2HQa2QduJ>

If you have any questions, please call 254-336-0052 / 0045.