



### Employee Intent Survey

To facilitate the staffing of our schools, the Human Resources Department needs to know the intent of our existing employees regarding job status for next year. This information is non-binding, but it will be extremely helpful to accomplish the goal of staffing our schools. Please assist by placing a check next to the appropriate option:

I intend to return to AISD next year.

I plan to retire at the end of this school year, and I will submit a signed retirement form to my immediate supervisor.

I plan to resign at the end of this school year, and I will submit a signed resignation form to my immediate supervisor.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee ID# \_\_\_\_\_ Assignment \_\_\_\_\_

Location \_\_\_\_\_

*Please keep a copy for your records and return this form to your supervisor/principal.*

Senate Bill 1 reference note: The law requires that certified personnel on either a probationary, continuing, or term contract must give notice of resignation at least forty-five days prior to the first day of school.

If you are not returning next year, please complete a Resignation/Retirement Packet. Please follow the link below if you are planning to resign or retire.

[Resignation/Retirement Packet](#)