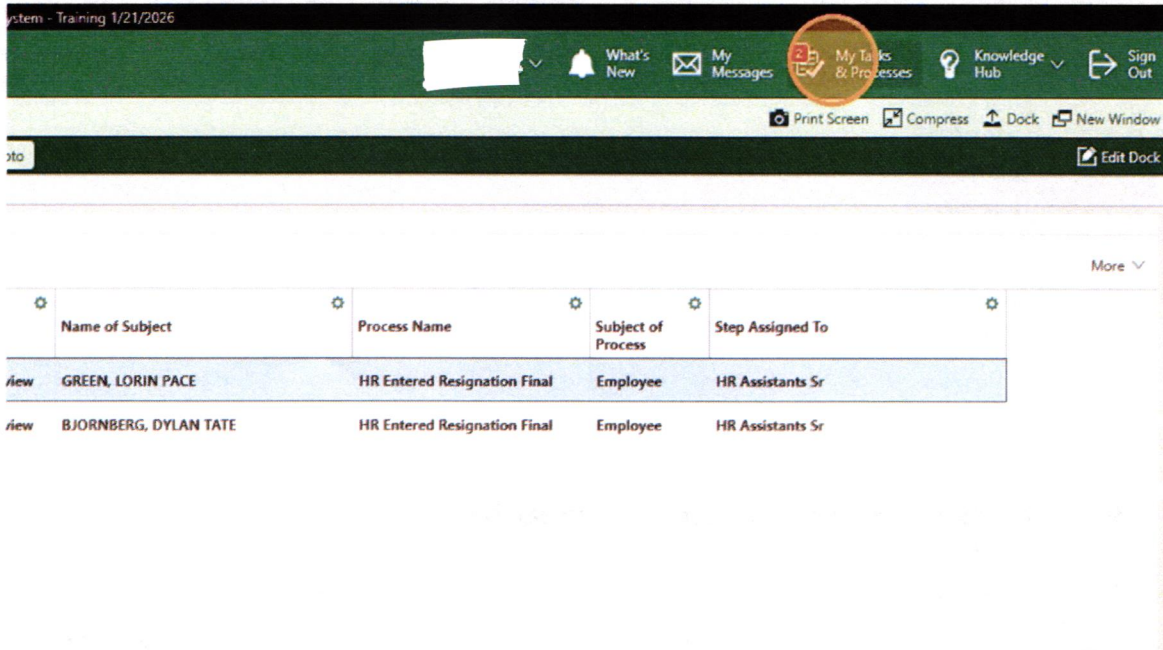


Employee Resign/Retire Tutorial in Qmlativ

How to Submit your Resignation/Retirement

1 Click "My Tasks & Processes"



2 Click "Start a Process"

MENU | ★ | Home | MY TASKS & PROCESSES

+ Add to Dock | Employee Profile | Employee Assignments | Employee Placements | Employee Notes | Employee Employment

My Tasks & Processes

MY INCOMPLETE TASKS

View: Skyward Default (Modified) Quick Filter

	↑ 1	↓ 2					
	Step Status	Assigned Date	Due Date	Overdue	Steps Completed	Step Name	
Start	New	04/24/2026	06/05/2026	<input type="checkbox"/>	1 of 2	HR Entered R	
Start	New	04/24/2026	06/05/2026	<input type="checkbox"/>	1 of 2	HR Entered R	

3 Click "Start" to open Notice of Resignation Form

Incomplete

Completed

My Processes

Start a Process

	↑			
	Process Name	Subject of Process	Description	
Start	Employee Change Form	Employee		
Start	Extra Period Authorization Final	Employee		
Start	FMLA Leave Notice	Employee	FMLA Leave N	
Start	HR Entered Resignation Final	Employee		
Start	Notice of Resignation Final	Employee	Notice of Resi	
Start	Pay Option Request	Employee		

500 Total Records

PROCESS INSTANCES

View: Skyward Default

	↑				
	Process Status	Date Started	Subject of Process	Name of Subject	Init
<i>No records to display</i>					

4 Click "Notice of Resignation"

The screenshot shows a sidebar on the left with the following menu items: My Tasks, Incomplete, Completed, My Processes, and Start a Process. The main content area is divided into three sections: STEP INSTRUCTIONS, TASKS, and NOTES. Under STEP INSTRUCTIONS, it says "Please complete all necessary tasks before marking this step as complete." Under TASKS, it says "Please complete the Notice of Resignation Form." and there is a button labeled "Notice of Resignation" with a document icon, which is circled in orange. Under NOTES, there is a table with columns for "Entry Date" and "Note". The table is currently empty and displays the text "No records to display".

STEP INSTRUCTIONS

Please complete all necessary tasks before marking this step as complete.

TASKS

Please complete the Notice of Resignation Form.

[Notice of Resignation](#)

NOTES

Entry Date	Note	Enter
No records to display		

5 Read the Information Box then Click "OK"

The screenshot shows an "Information" dialog box with a green header. The text inside the dialog box reads: "Alert: The link you just clicked will be opening a new web browser tab." followed by "Important: After completing Tasks, make sure to navigate back to this web browser tab to mark them as Done." There is a checkbox labeled "Do not show me this message again." which is currently unchecked. In the bottom right corner of the dialog box, there is an "OK" button with a checkmark icon, which is circled in orange.

Information

Alert: The link you just clicked will be opening a new web browser tab.

Important: After completing Tasks, make sure to navigate back to this web browser tab to mark them as Done.

Do not show me this message again.

OK

6 Click "Start"

The screenshot shows the top navigation bar of the Jordan School District website. The page title is 'ONLINE FORM : NOTICE OF RESIGNATION FINAL'. Below the navigation bar, there are several tabs: 'Employee Profile', 'Employee Assignments', 'Employee Placements', 'Employee Notes', 'Employee Employment', and 'Employee Photo'. The main content area shows a 'Start >' button circled in orange. Below the button, there is a message: 'This form has opened in a new window. Please complete the form and close window to finish the submission process.'

7 Select the "Resignation Reason" from drop down

It is your responsibility to notify your immediate supervisor of your resignation.

Resignation - Administration (DP318A) When requesting contract termination, licensed personnel must notify their immediate supervisor and the Human Resource and may result in attachment of a letter that precludes future employment with the District.

Resignation - Licensed (DP318) When requesting contract termination, licensed personnel must give at least thirty (30) days notice. Failure to give such notice will result in termination with the District.

Resignation - Education Support Professional (DP318B) ESP personnel shall be required to give two (2) weeks' notice of resignation to their principal or Department Head.

*Resignation Reason: Relocating

*Last Contract Date Worked: MM/DD/YYYY

Current Location: HUMAN RESOURCES

Current Assignments: Human Resource Asst Senior

*If you have multiple assignments, are you resigning from all assignments?
 Yes
 No

I acknowledge by clicking the "SUBMIT NOTICE OF RESIGNATION" button on the final step, my notice of resignation will be IMMEDIATELY sent to the Payroll, and I also acknowledge that my DISTRICT EMAIL ACCOUNT WILL BE DEACTIVATED ON MY LAST DAY OF WORK.

I understand I am required to return my I.D. Badge, building keys, computer/electronic device(s) or any other District property to my supervisor no later than my last day of work.

*I Agree

8 Enter "Last Contract Date Worked"

It is your responsibility to notify your immediate supervisor of your resignation.

Resignation - Administration (DP318A) When requesting contract termination, licensed personnel must notify their immediate supervisor and the Human Resource Department with and may result in attachment of a letter that precludes future employment with the District.

Resignation - Licensed (DP318) When requesting contract termination, licensed personnel must give at least thirty (30) days notice. Failure to give such notice will result in an ASSES with the District.

Resignation - Education Support Professional (DP318B) ESP personnel shall be required to give two (2) weeks' notice of resignation to their principal or Department Director and the

*Resignation Reason: Relocating

*Last Contract Date Worked: 04/24/2026 Friday

Current Location: Apr 2026

Current Assignments:

*If you have multiple assignments, are you resigning from all assignments?

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

I acknowledge by clicking the "SUBMIT NOTICE OF RESIGNATION" button on the final step, my notice of resignation will be IMMEDIATELY sent to the Payroll, Insurance and Human Resources Department. I also acknowledge that my DISTRICT EMAIL ACCOUNT WILL BE DEACTIVATED ON MY LAST DAY OF WORK. I understand I am required to return my I.D. Badge, building keys, computer/electronic device(s) or any other District property to my supervisor no later than my last day of employment.

*I Agree

Signed By: _____ Date Signed: MM/DD/YYYY

9 "Yes or No" - If you have multiple assignments, are you resigning from all assignments?

Resignation - Education Support Professional (DP318B) ESP personnel shall be required to give two (2) weeks' notice of resignation to their principal or Department Director and the

*Resignation Reason: Relocating

*Last Contract Date Worked: 04/24/2026 Friday

Current Location: HUMAN RESOURCES

Current Assignments: Human Resource Asst Senior

*If you have multiple assignments, are you resigning from all assignments?

Yes

No

I acknowledge by clicking the "SUBMIT NOTICE OF RESIGNATION" button on the final step, my notice of resignation will be IMMEDIATELY sent to the Payroll, Insurance and Human Resources Department. I also acknowledge that my DISTRICT EMAIL ACCOUNT WILL BE DEACTIVATED ON MY LAST DAY OF WORK. I understand I am required to return my I.D. Badge, building keys, computer/electronic device(s) or any other District property to my supervisor no later than my last day of employment.

*I Agree

Signed By: _____ Date Signed: MM/DD/YYYY

**10 If "No" leave a comment. Which assignment(s) will you be continuing?
(Please list all assignments you intend to keep.)**

*Resignation Reason: Relocating

*Last Contract Date Worked: 04/24/2026 Friday

Current Location: HUMAN RESOURCES

Current Assignments: Human Resource Asst Senior

*If you have multiple assignments, are you resigning from all assignments?
 Yes
 No

Which assignment(s) will you be continuing? (Please list all assignments you intend to keep.)

I acknowledge by clicking the "SUBMIT NOTICE OF RESIGNATION" button on the final step, my notice of resignation will be IMMEDIATELY sent to the Payroll, Insu
I also acknowledge that my DISTRICT EMAIL ACCOUNT WILL BE DEACTIVATED ON MY LAST DAY OF WORK.
I understand I am required to return my I.D. Badge, building keys, computer/electronic device(s) or any other District property to my supervisor no later than my

*I Agree

Signed By

Date Signed MM/DD/YYYY

11 Click "I Agree" - (name and date will auto populated)

Resignation - Licensed (DP318) When requesting contract termination, licensed personnel must give at least thirty (30) days notice. Failure to give such notice will result in an ASSESSA
with the District.
Resignation - Education Support Professional (DP3188) ESP personnel shall be required to give two (2) weeks' notice of resignation to their principal or Department Director and the P

*Resignation Reason: Relocating

*Last Contract Date Worked: 04/24/2026 Friday

Current Location: HUMAN RESOURCES

Current Assignments: Human Resource Asst Senior

*If you have multiple assignments, are you resigning from all assignments?
 Yes
 No

Which assignment(s) will you be continuing? (Please list all assignments you intend to keep.)

I acknowledge by clicking the "SUBMIT NOTICE OF RESIGNATION" button on the final step, my notice of resignation will be IMMEDIATELY sent to the Payroll, Insurance and Huma
I also acknowledge that my DISTRICT EMAIL ACCOUNT WILL BE DEACTIVATED ON MY LAST DAY OF WORK.
I understand I am required to return my I.D. Badge, building keys, computer/electronic device(s) or any other District property to my supervisor no later than my last day of emplo

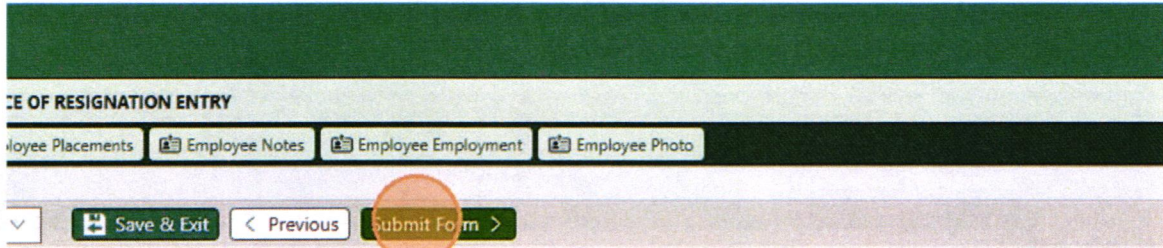
*I Agree

Signed By

Date Signed MM/DD/YYYY

12 Click "Submit Form" - (You ARE NOT DONE with Submitting your resignation)

When you click on Submit Form the form will close BUT then you have to go back to previous TAB and Check the Done box.



notify your immediate supervisor of your resignation.

ion (DP318A) When requesting contract termination, licensed personnel must notify their immediate supervisor and the Human Resource Department with at least ent of a letter that precludes future employment with the District.

P318) When requesting contract termination, licensed personnel must give at least thirty (30) days notice. Failure to give such notice will result in an ASSESSMENT C

upport Professional (DP318B) ESP personnel shall be required to give two (2) weeks' notice of resignation to their principal or Department Director and the Human

*Resignation Reason: Relocating

Contract Date Worked: 04/24/2026 Friday

13 This is the Previous Tab - Click the "Done" Box

STEP INSTRUCTIONS

Please complete all necessary tasks before marking this step as complete.

TASKS

Please complete the Notice of Resignation Form.

Notice of Resignation *Done

NOTES

Entry Date	Note	Entered By	Entry Step	Shared Note
No records to display				

14 Click "Mark Step As Complete"

You have successfully submitted your form! HR will get an email with your Resignation Notice and then process.

SKYWARD
Notice of Resignation Final
Notice of Resignation Entry

Save & Resume Later Mark Step As Complete Cancel

Step Name	Subject of Process	Name of Subject	Due Date
Notice of Resignation Entry	Employee		

STEP INSTRUCTIONS
Please complete all necessary tasks before marking this step as complete.

TASKS
Please complete the Notice of Resignation Form.

Notice of Resignation *Done

NOTES