

# NOTICE OF SEPARATION/TERMINATION OF EMPLOYMENT FROM MONTGOMERY COUNTY PUBLIC SCHOOLS

## About this Form

**Form number:** 480-4

**Audience:** MCPS Staff

**Last revised:** April 2020

In response to the COVID-19 crisis, MCPS has revised the process for employees to terminate their employment with MCPS.

Electronic submission links for terminating employment from MCPS. Please select the link that aligns with your current position.

- All [administrators](#) in MCPS MCAAP and MCBOA unit members
- All [Maryland certified employees](#). Examples include: teachers, counselors, psychologists, pupil personnel workers, etc. MCEA unit members
- All [supporting services employees](#) Examples include: building services, paraeducators, secretaries, security, etc. SEIU unit members
- All [transportation employees](#). Examples include: bus drivers, bus attendants, etc. SEIU unit members
- All [substitute teachers and employees in a temporary/part-time position](#). Examples include: substitute classroom teachers, language interpreters, administrators etc.

Individuals planning to retire should complete the appropriate retirement [forms](#) and submit them to Employee and Retiree Service Center (ERSC).