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).