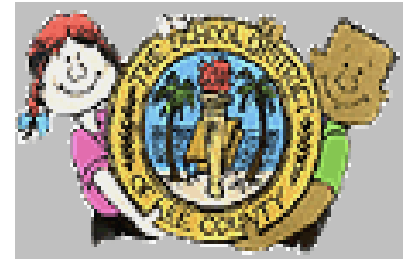




(SUBSTITUTE TEACHER CENTER)
 SCHOOL DISTRICT OF LEE COUNTY
 Substitute Teacher Center c/o Personnel Services (8am to 4:30 pm)



ENDING SUBSTITUTE TEACHER EMPLOYMENT

Your services are valued greatly. Thank you for the services provided during the past school year. If you intend to continue providing substitute teacher services, you do not need to return this letter.

SECTION I - ENDING SUBSTITUTE TEACHER EMPLOYMENT

You have selected to inactivate your employment as substitute teacher. Please select one of the reasons below.

- I have accepted a job at _____ within the Lee County School District.
- I have accepted employment in Education **within** the state of Florida.
- I have accepted employment in Education **outside** the state of Florida.
- I have accepted employment in a **Non-Education** program.
- I am moving out of the area.
- Other: _____

I _____, will not continue to provide Substitute Teacher
(Print your full name)
 services at this time. Please end my Substitute Teacher service with the Lee County School District as of

_____/_____/_____. I understand that my name will be deleted from Leave Management System.
(Date)

(Your signature) ____/____/____
(Your social security #) _____/_____/_____
(Employee ID (EMPL ID)) _____/_____/_____
(Date)

PLEASE MAINTAIN YOUR ADDRESS CURRENT IN ORDER TO RECEIVE YOUR W- 2 FORM AT THE CORRECT ADDRESS.

If you would like to withdraw your FICA ALT contributions, please call us at 337-8197 or Bencor Administrative Services for a claims form. 1-888-258-3422. **Please note:** Funds may only be withdrawn upon termination.

SECTION II - CONTACT & MAILING INFORMATION

Contact:	Sheri W. Morris (239) 461-8486	Mail to:	Lee County School District Personnel Services Sheri W. Morris/Substitute Teacher Contact 2855 Colonial Blvd. Ft Myers, Fl 33966
Fax to:	(239)337-8689 Attention: Sheri W. Morris		

Personnel: Original
 Payroll: Copy

rev: 08-2013