



Every child is a work of art.  
Create a masterpiece.

Department of Human Capital Initiatives  
131 West Broad Street, Rochester, NY 14614  
(585) 262-8597 Fax: (585) 295-2603

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## **Notice Intent to Retire Form**

To: Rochester City School District  
Human Capital Initiatives Department  
131 West Broad Street  
Rochester, New York 14614

Name: \_\_\_\_\_

Employee ID #: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Last Day of Work: \_\_\_\_\_

Effective Date of Retirement: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Copy to: Principal/Department Head  
Employee Benefits