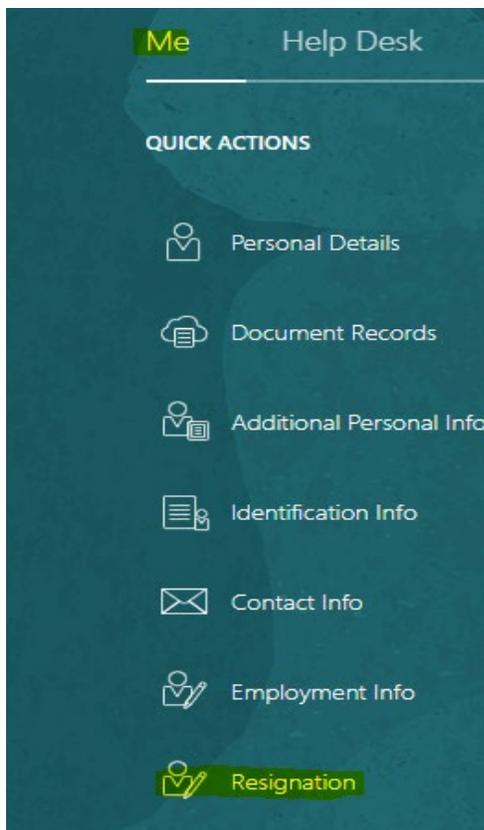


## Notice of resignation of employment

Please complete your resignation form in MCPS Hub+ *before or on the same day* you are submitting your retirement forms packet to the Employee and Retiree Service Center (ERSC).

### Resignation/Retirement

- Sign into the Hub+: <https://www.montgomeryschoolsmd.org/departments/hub/>  
(using your MCPS Outlook login, mcpsmd.org account credentials)
- Select **Me**
- Select **Resignation** (on left side of screen)



On the next screen:

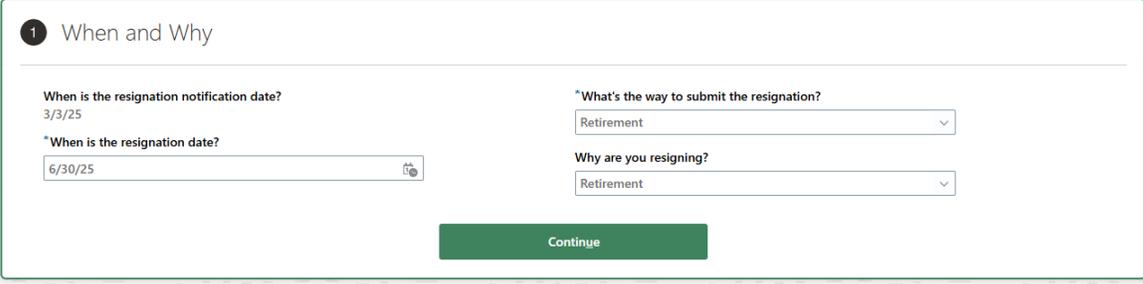
1. Enter the resignation effective date which must be the day before your retirement date. For example, if you are retiring 07/01/2025, the resignation date is the day before your retirement date 06/30/2025.

# MONTGOMERY COUNTY PUBLIC SCHOOLS

*Expanding Opportunity and Unleashing Potential*

## EMPLOYEE AND RETIREE SERVICE CENTER

2. Select **Retirement** from drop down menu.
3. Select a reason for your resignation as **Retirement**.
4. Press CONTINUE.



The screenshot shows a web form titled "1 When and Why". It contains the following fields and options:

- When is the resignation notification date?** (3/3/25)
- \*When is the resignation date?** (6/30/25)
- \*What's the way to submit the resignation?** (Retirement)
- Why are you resigning?** (Retirement)

A green "Continue" button is located at the bottom center of the form.

On the next section, you may add Comments or just select **Submit** at the top of the screen.