



## SEPARATION FROM THE DISTRICT

For your convenience, [resignation and retirement procedures](#) are outlined on the Birdville website and available in the [Employee Handbook](#).

To access:

- **Resignation / Retirement Procedures:**  
[BISD Homepage / Employment / for Staff / Separation from District](#)
- **Employee Handbook:**  
[BISD Homepage / Staff / Employee Handbook](#)

*In order to receive a copy of your final pay voucher, it is **imperative** for **all employees** to access **MUNIS Self Service** to complete the following steps:*

- 1) Edit the primary email address listed in MUNIS Employee Self Service to a personal email; **and**
- 2) Make any updates necessary to home mailing address.

To access MUNIS Self Service: ([BISD Homepage / Staff / MUNIS Employee Self Service](#))

Username: Employee ID (drop any leading zeros)

Password: Initial login is last 4 digits of social security #

Employees are prompted to change password after first login.

*Forgot password link is available at login to retrieve password hint or reset account.*

### ADDITIONAL INFORMATION:

- ✓ Letter of resignation – Submit to campus principal or direct supervisor, with a copy to Human Resources. Letter of resignation should include the following:
  - Effective date of resignation
  - Reason for resignation

- ✓ Contact the Human Resources Department to complete exit packet / retirement paperwork.

- **Administrators / Certified Employees**  
Barbara Eubank – (817) 547-5756  
[barbara.eubank@birdvilleschools.net](mailto:barbara.eubank@birdvilleschools.net)

- **Auxiliary Staff**  
Marie Jimenez – (817) 547-5751  
[marie.jimenez@birdvilleschools.net](mailto:marie.jimenez@birdvilleschools.net)

- **Paraprofessional/Elementary Level**  
Jennifer Delgado – (817) 547-5720  
[jennifer.delgado@birdvilleschools.net](mailto:jennifer.delgado@birdvilleschools.net)

- **Paraprofessional/Secondary Level**  
Jaclyn Lecceadone – (817) 547-5711  
[jaclyn.lecceadone@birdvilleschools.net](mailto:jaclyn.lecceadone@birdvilleschools.net)

- **Retirement Paperwork / All Staff**  
Barbara Eubank – (817) 547-5756  
[barbara.eubank@birdvilleschools.net](mailto:barbara.eubank@birdvilleschools.net)