



Hobbs Municipal Schools

Central Office 1515 East Sanger P. O. Box 1030 Hobbs, New Mexico 88241

Phone: (575) 433-0100

Fax: (575) 433-0140

Hobbs High School
433-0200

Alternative Learning Center
433-0226

Freshman High School
433-0300

Heizer Middle School
433-1100

Highland Middle School
433-1200

Houston Middle School
433-1300

Broadmoor Elementary
433-1500

College Lane Elementary
433-2600

Coronado Elementary
433-2300

Edison Elementary
433-1600

Jefferson Elementary
433-1700

Mills Elementary
433-2400

Murray Elementary / TLC
433-2700

Sanger Elementary
433-1800

Southern Heights Elementary
433-1900

Stone Elementary
433-2500

Taylor Elementary
433-2000

B.T. Washington Elementary
433-2100

Will Rogers Elementary
433-2200

Nutritional Services
433-0220

Bilingual/Testing
433-0400

Special Services
433-0600

HMS Training Center
433-0247

Warehouse/Maintenance
433-1728

RESIGNATION PROCEDURES

In order for the resignation process to be finalized as efficiently as possible, the employee must be cleared by the building administrator and complete paperwork required in the Human Resources Office.

Name: _____ Social Security No. _____

Building Assignment: _____

BUILDING CLEARANCE

All materials belonging to the District must be returned to the proper location(s). Please have the appropriate administrator verify that the following materials and any other applicable items have been returned.

- Building Keys/ID Returned
- Grade Books Turned In
- Uniforms
- School Materials (Text Books, Computer Equipment, Etc.)
- Laptop
- District Technology Resource

Administrator's Signature

Date

CENTRAL OFFICE CLEARANCE

The following items must be completed in order to be cleared with the Human Resources Office.

- Resignation Form/Exit Questionnaire Online
- Retirement Refund
- Insurance (Stop Date, Cobra Notification)
- Change of Address for W-2

Human Resources Signature

Date