

## Michelle Price (at Admin Bldg)

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**Subject:** FW: Intent Form

**From:** Abigail Zwerner  
**Sent:** Monday, March 13, 2023 11:57 AM  
**To:** Ask HR <[ask.hr@nn.k12.va.us](mailto:ask.hr@nn.k12.va.us)>  
**Subject:** RE: Intent Form

I wish to resign. Thank you.

### Abby Zwerner

*First Grade Teacher  
Richneck Elementary  
Newport News Public Schools*

**From:** [Ask HR](#)  
**Sent:** Monday, March 13, 2023 11:47 AM  
**To:** [Abigail Zwerner](#)  
**Subject:** RE: Intent Form

Hello,

The intent deadline has passed. However, we can use this form of communication as your intent to return or resign at the end of the school year.

Thank you,

[Newport News Public Schools](#)  
**Human Resources**  
12507 Warwick Blvd.  
Newport News, VA 23606  
Office: 757-881-5061



Career Opportunities: [NNPS Job Postings](#)

**From:** Abigail Zwerner  
**Sent:** Monday, March 13, 2023 11:37 AM  
**To:** Ask HR <[ask.hr@nn.k12.va.us](mailto:ask.hr@nn.k12.va.us)>  
**Subject:** Intent Form

Hello,

I have been catching up with emails after being away from school, and see the intent form that was previously due. I have tried to access it, but none of my passwords are working.

Is this something you can help me with?

Thank you.

**Abby Zwerner**

*First Grade Teacher*

*Richneck Elementary*

*Newport News Public Schools*

## Michelle Price (at Admin Bldg)

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**Subject:** FW: Exit Letter (AZ)

**From:** Michelle Price  
**Sent:** Monday, March 20, 2023 12:42 PM  
**To:** Abigail Zwerner <[Abigail.Zwerner@nn.k12.va.us](mailto:Abigail.Zwerner@nn.k12.va.us)>  
**Subject:** Exit Letter

Dear Abigail Zwerner ,

NNPS has processed a separation of employment for you effective the close of business 06/12/2023. The purpose of this letter is to provide you with important exiting information.

I invite your attention to Policy GCQC which states:

*["No later than their last work day, employees must return all School Board property in their possession relating to security (keys, locks, etc.), confidential (including grade books) and proprietary information, tools, technology support equipment (such as laptop computers) and other items of value or which require replacement.]*

Although it is not mentioned in the above policy, this includes your NNPS identification badge and copy card, which may be turned into your immediate supervisor. All equipment, including laptops, headsets, webcams, etc. need to be turned into the Help Desk located at **12511 Warwick Boulevard, Newport News, VA 23606** and phone of **757-881-5464, ext. 12411**

Questions regarding leave balances and paychecks can be forwarded to the Payroll office (757-283-7811).

Access to Employee Self-Service for W-2's and pay stubs will continue after your separation date. For login questions or unlocking your account, you can contact HR (757-881-5061). Please ensure that you have an updated mailing address listed in ESS for W-2 purposes and if insurance or other benefits information is mailed to you.

Questions regarding VRS retirement plans and insurance benefits can be directed to the HR Benefits team, also at HR (757-881-5061) or by emailing [ask.benefits@nn.k12.va.us](mailto:ask.benefits@nn.k12.va.us).

Please take a few moments to complete an Exit Questionnaire using the link below. Your responses are confidential and will not become part of your personnel file.

Please use the following link to complete the survey online:

<https://www.surveymonkey.com/r/M8VPY3L>.

If you have any questions please contact Human Resources at (757) 881-5061, or [Ask.HR@nn.k12.va.us](mailto:Ask.HR@nn.k12.va.us).

Best wishes in your future endeavors.

Sincerely,

Newport News Public Schools, Human Resources Department

## Michelle Price (at Admin Bldg)

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**Subject:** FW: Exit Letter

**From:** Michelle Price  
**Sent:** Monday, May 22, 2023 4:59 PM  
**To:** Abigail Zwerner <[Abigail.Zwerner@nn.k12.va.us](mailto:Abigail.Zwerner@nn.k12.va.us)>  
**Subject:** Exit Letter

Dear Abigail Zwerner ,

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Best wishes in your future endeavors.

Sincerely,

Newport News Public Schools, Human Resources Department