DISTRICT OF COLUMBIA
PUBLIC SCHOOLS
Office of Employee Services

DCPS Retirement Application Steps

Step 1: Retirement Calculator
Use for all retirements more than 6 months out.

Step 2: Intent to Retire Request
Forms only reviewed within 6 months of retirement.

Retirement Request Under Review
Timeline varies based on season.

Step 3: Benefit Calculation Available in Quickbase
Must review/approve
~3-6 months before retirement

Ineligible
Process complete.
May resubmit form when eligible.

Retiree Rejects Computation

Step 4: Complete Retirement Packet (Box)
& DINR survey for EOY retirement
~2-5 months before retirement

Withdrawn
Employee withdraws retirement.

Step 5: Consultation w/ Retirement Team
Required
~1-3 months before retirement

Questions?
See our FAQs

Retirement Date!
Packets cannot be sent to DCRB before this date.

DCRB Retirement Process Initiates
Estimated Turnaround: 60-90 days post-retirement

Step 6: Packet Processed and sent to DCRB
Within 30 days after retirement date