

Termination Report

Date _____

Name _____ Employee ID # _____

Address _____ Phone _____

School _____ Administrator _____

Position Being Vacated _____

Anticipated Last Day Of Employment _____

Reason For Leaving: ☐ Retirement ☐ Moving ☐ New Job ☐ Other

Forwarding Address (For W-2 Purposes) _____

Administrator's Signature _____ Date_____
Superintendent's Signature _____ Date**Central Office Only**

CHECK-OFF LIST	
☐	Letter Of Resignation
☐	Copy To Payroll
☐	Add To Board Agenda
☐	Exit Letter
☐	Remove From Roster/Sub List
☐	Remove From MAIL Merge List
☐	Remove From E-MAIL Distribution List
☐	Remove From Birthday List
☐	Remove From Certification Renewal List
☐	Place Name In Retirement File If Retiring