

**RIALTO UNIFIED SCHOOL DISTRICT  
EMPLOYEE EXIT INFORMATION**

**PART I**

You have made a decision to leave the Rialto Unified School District. In an effort to make your departure as easy as possible, you must complete Part I of this form, and have the appropriate sections initialed by your supervisor. The supervisor will return it to the Personnel Office before you are released. Part IV is an optional section.

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ SITE: \_\_\_\_\_

ADDRESS (if different than on personnel records): \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

REQUESTED LAST DAY OF WORK: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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**THIS SECTION MUST BE VERIFIED BY YOUR SUPERVISOR**

- |   |                              |                              |
|---|------------------------------|------------------------------|
| 1. Written resignation or retirement notice received and has been forwarded to the personnel office | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| 2. Keys Returned  | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| 3. Identification Badge/Sonitrol card Returned  | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| 4. Electronic access device for bank accounts turned in to principal                                | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| 5. Equipment/Supplies/Books/Uniforms returned   | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| 6. Grades, attendance sheets, and cum. files finished and turned in (teachers only)                 | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| 7. Site check out requirements completed  | <input type="checkbox"/> Yes | <input type="checkbox"/> N/A |
| 8. Other _____  |                              |                              |
| 9. Listing of any items missing or not returned: _____  |                              |                              |

**SUPERVISOR'S SIGNATURE VERIFYING RECEIPT OF ITEMS OR INDICATING THAT SECTIONS ARE NOT APPLICABLE TO THIS EMPLOYEE.**

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
DATE

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**PART II - THIS SECTION IS A SELF-HELP AREA FOR THE BENEFIT OF THE EMPLOYEE.**

If an overpayment of salary is due to a track schedule, use of vacation, etc., restitution is necessary before you will be released. Please contact the Personnel Department.

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| 1. Have you notified payroll where to send your final pay warrant and your W-2 form?                                | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you checked with Risk-Management regarding insurance coverage?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you provided advanced notification to personnel and the site supervisor in writing of your intent to leave? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

(CONTINUED ON PAGE 2)

DISTRIBUTION: Personnel/ Site/ Employee

**PAGE 2 - EMPLOYEE EXIT INFORMATION**

**PART III**

**PERSONNEL DEPARTMENT INFORMATION**

1. Payroll has been notified of departure date and has determined the payoff amount or overpayment \_\_\_\_\_ Payoff \_\_\_\_\_ Overpayment \_\_\_\_\_ N/A

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**PART IV (Optional for the employee)**

**Employee turn-over can be expensive, time consuming, and in general causes a loss of continuity in the program. Information from employees leaving the district may help identify aspects that caused a person to leave the Rialto Unified School District. Your help is requested in identifying factors that you feel were significant in your decision to leave. This information can help improve the district for others. If you feel comfortable providing us with information, please provide any information and return the entire form to the personnel office.**

1. How long have you worked for the District and in what positions? \_\_\_\_\_

\_\_\_\_\_

2. Will you provide information regarding why you are leaving? \_\_\_\_\_

3. What did you like most about working in your department, site, or the district? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What did you like least about working in your department, site, or the district? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What can we do to make this a better school district for our employees, the community, and students? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What are you going to do in your new job (if applicable)? \_\_\_\_\_

\_\_\_\_\_

7. I would like to schedule an appointment with someone in the personnel office to further discuss why I am leaving the district.

Request a conference:  Yes  No

**DISTRIBUTION: Personnel/Site/Employee**