

Killeen Independent School District EMPLOYEE EXIT REPORT

The exit interview will be conducted by the employee's supervisor unless the employee requests otherwise.

THIS SECTION TO BE COMPLETED BY THE EMPLOYEE

EMP ID # _____ Campus _____

Name (First, Middle Initial, Last) _____

Mailing Address _____

Position _____ Dates Worked _____

Special Program, if applicable (e.g., Special Education, Bilingual/ESL, Title I) _____

Type of separation: Resignation Discharged Other _____

Reason for separation _____

Employee Signature

Date

THIS SECTION TO BE COMPLETED BY THE SUPERVISOR/ADMINISTRATOR

Reason for separation _____

If voluntary separation, was advance notice given? _____ If yes, how much? _____

IF APPLICABLE, Employee must account for: (Employees who work for a special program, e.g., Special Education, TAG, Bilingual/ESL, **MUST** clear with their program director.)

Program	Campus	Program	Campus
_____	_____	_____	_____
	grades and reports		identification badge
_____	school keys	_____	purchasing credit card
_____	district property and equipment	_____	all other required items
		_____	books, materials, curriculum guides

Must be returned to Property Management laptop (hardware/software) equipment

Supervisor/Administrator Signature

Date

Special Program Director

Date

Property Management

Date

Personnel Administrator Signature

Date