



**HEMPSTEAD INDEPENDENT SCHOOL DISTRICT
EXIT FORM**

Employee Name (Last, First): _____ SS#: _____
Position/Job Title: _____ Last Day: _____

Resignation/Termination

___ Resignation
 ___ With Notice
 ___ Without Notice
___ Retirement
 ___ Dismissal
 ___ Non-renewal
 ___ Reduction in Force
 ___ Other _____

Employee: Check all applicable reasons for exiting

___ Moving from District
___ Dissatisfied with type of work
___ Family circumstances
___ Dismissal
___ Retirement
___ Returning to school
___ Health Reasons
___ Secured better position
___ Non-renewal
___ Other _____

Immediate Supervisor: Collect Campus/Department Property

___ Keys
___ Uniforms
___ Badge/ID
___ Equipment
___ Camps/Department Property _____
___ Other _____

Signature of Immediate Supervisor _____ Date _____

Technology Department: Collect Technology Property

___ Cell Phone
___ Laptop/Chrome Book
___ Technology Equipment
___ Other _____

Signature of Technology Department _____ Date _____

Curriculum Department: Collect Curriculum Property

___ Books
___ Curriculum Kits
___ Manipulatives
___ Equipment
___ District Property _____
___ Other _____

Signature of Curriculum Department _____ Date _____

Business Office:

___ Health Insurance
___ TRS Form
___ Authorization to Release Employment Information
___ Dental Insurance
___ Change of Address
___ Cafeteria Plan Benefits

Signature of Business Office _____ Date _____

Employee Statement:

I have reviewed all information above. I have forfeited all properties that belong to HISD. I understand that any unpaid salary which may have been earned will be calculated based only on the number of days worked in my current employment year and will be adjusted as needed to cover any sick or personal leave used but not earned.

Signature of Employee _____ Date _____

Comments: _____

Superintendent _____ Date _____