



Clayton County Public Schools  
DIVISION OF HUMAN RESOURCES

# EMPLOYEE DEATH NOTIFICATION

**Purpose:** This form should be used to notify the administration of Clayton County Public Schools of an employee's death in order to ensure proper notifications and benefits related matters are handled expeditiously.

**Instructions:** The Principal/Department Head should forward the completed form via an URGENT email to:

- Assistant Superintendent, Chief or Deputy responsible for that area
- Chief Human Resources Officer

The Chief Human Resources Officer will notify:

- The Superintendent of Schools
- HR Director and Benefits Manager (Benefits Manager will contact family/survivor regarding benefit information)

Name of Deceased Employee		Employee ID#
Position Held	Location	Immediate Supervisor's Name
Date of Notification	Date of Death	Date of Birth
Who Reported the Death		Reporter's Phone Number
<b>Next of Kin Contact Information</b>		
Name		Relationship
Street Address		City, State
State	Zip	Phone number

<b>HR USE ONLY</b>	Date Received:	Date Next of Kin Contacted:	Date Processed:
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