



CLAYTON COUNTY PUBLIC SCHOOL SYSTEM
DIVISION OF HUMAN RESOURCES

EMPLOYEE SEPARATION FORM

INSTRUCTIONS: All employees who are separating their employment with Clayton County Public Schools should complete the Employee Separation Form. The completed form should be submitted to the principal or department head. The principal/department head should submit the form to Human Resources.

Employee Name		Employee ID#		
School/Department		Job Title/Position		
Street Address		Apt.#	City	State Zip Code
Home/Cell Phone Number		Personal Email Address _____ @ _____		
Last Day at Work	Last Date of Employment	Are you currently on approved leave? <input type="checkbox"/> No <input type="checkbox"/> Yes, Type of Leave: <input type="checkbox"/> FML <input type="checkbox"/> Military <input type="checkbox"/> Other Leave _____		

PLEASE INDICATE REASON FOR LEAVING THE SCHOOL SYSTEM

Please Check One Reason for Separation

- | | |
|--|---|
| <input type="checkbox"/> 1 Retirement | <input type="checkbox"/> 6 Accepted Position in another GA School System/State Agency |
| <input type="checkbox"/> 2 Death | <input type="checkbox"/> 7 Reduction in Force |
| <input type="checkbox"/> 3 Family (Including Personal Illness) | <input type="checkbox"/> 8 Failure to Meet Certificate Requirements |
| <input type="checkbox"/> 4 Advanced Study | <input type="checkbox"/> 9 Resignation |
| <input type="checkbox"/> 5 Non-Renewal of Contract | |

Employee Signature _____ Date _____

TO BE COMPLETED BY THE PRINCIPAL/ DEPARTMENT HEAD

- A Assignment Completed/Ended**
- B Dismissal**
- C Contract / Job Abandonment**
- D No Show**

I have met with the employee and discussed the separation request. The employee has _____ agreed _____ not agreed to turn in all necessary materials and inventory (keys, ID card, books, equipment, etc.) before leaving the school/department.

Principal/Department Head Signature _____ Date _____

All requests for release from contract must be submitted to the Human Resources Director supporting your location.