



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. Additionally, make certain that you verify your current information (i.e. home address, telephone number) in Employee Self Service (ESS). After your separation of employment, the District will send all matters related to separation and any other correspondences to the address of record you provide in the ESS portal. The completed Separation Form should be submitted to the Principal or Department Head.

The Principal or Department Head should submit the form and enter the action in Munis for processing by the Division of Human Resources.

Form with fields: Employee Name, Employee ID#, School/Department, Job Title/Position, Home/Cell Phone Number, Personal Email Address, Last Day at Work, Last Date of Employment, and Are you currently on approved leave? (with sub-fields for No/Yes, FML, Military, Other Leave).

PLEASE INDICATE REASON FOR LEAVING THE SCHOOL SYSTEM

Please Check One Reason for Separation

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

Employee Signature _____ Date _____

TO BE COMPLETED BY THE PRINCIPAL/ DEPARTMENT HEAD

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 _____

TO BE COMPLETED BY EQUITY AND COMPLIANCE / HUMAN RESOURCES

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

All supporting documents and requests for release from contract must be submitted using the e-Separation process via MUNIS.