



**Santee School District
HUMAN RESOURCES**

EXIT FORM

Employee Name

Date

Administrator Name

Certificated Classified

____ Resignation / Retirement / Reassignment / Dismissal

____ District Identification Card

(Please check all that apply)

Equipment & Materials:

- | | |
|----------------------------------|--------------------------------|
| ____ Classroom | ____ Site Funded Materials |
| ____ Office | ____ Cell Phone |
| ____ District | ____ Tools |
| ____ Computer / Lap Top / Tablet | ____ Uniforms |
| ____ A/V Equipment | ____ P Card |
| ____ Grades | ____ Gas Card |
| ____ Teacher's Editions | ____ other cards (list: _____) |

Keys:

- | | |
|--------------------------------|---------------------------------------|
| ____ Classroom | ____ Gates |
| ____ Office | ____ District |
| ____ Transportation (vehicles) | ____ other Keys (Shop, Yard, Remotes) |

Payroll (forward copy to payroll department):

Address change _____

Phone Number change _____

Other:

- | | |
|--|---|
| ____ Health Forms (refer to Benefits Technician) | ____ PeopleSoft Termination (requested) |
| ____ Workers' Compensation (refer to HR) | ____ Email Termination (requested) |
| ____ District Reimbursements (refer to Business Services Department) | |
| ____ Service Awards (check with Human Resources Department) | |

Comments:

Signature of Employee

Date

Signature of Administrator

Date