

SANTEE SCHOOL DISTRICT
9625 Cuyamaca Street
Santee, California 92071

REPORT OF TERMINATION OF EMPLOYMENT

INSTRUCTIONS: This form must be completed and given to the employee's supervisor for signature who will then forward it to Human Resources. After final approval, copies will be distributed by the Human Resources department.

<hr/> Name of Employee	<hr/> Position	<hr/> School/Department
<hr/> Address		W-2 forms will be mailed to this address mailing unless a change of address notice is received by December 10.
<hr/> City	<hr/> State	<hr/> Zip
<input type="checkbox"/> PLEASE CHECK IF THIS IS A NEW ADDRESS		

Nature of Termination:

_____ Resignation

_____ Retirement

_____ Other

_____ Reason for Resignation

Last Day of Employment: _____

Are You Interested in Working as a Substitute? Yes No

<hr/> Signature of Employee	<hr/> Date Signed
<hr/> Signature of Supervisor	<hr/> Date Signed
<hr/> Administrative Approval	<hr/> Date Signed

To be completed by human resources department

Board Sheet _____	PeopleSoft _____
Aesop _____	
TalentEd _____	Empl ID _____

Internal Use Only	Copies to:
	_____ Human Resources
	_____ Sub Desk
	_____ Payroll
	_____ Benefits
	_____ Technology
	_____ Employee

HR Form 65-400
Revised 2/2020