



CLAYTON COUNTY PUBLIC SCHOOL SYSTEM
 DIVISION OF HUMAN RESOURCES & STRATEGIC IMPROVEMENT
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 must submit the separation form and enter the action in Munis for processing by the Division of Human Resources & Strategic Improvement.

Employee Name		Employee ID#
School/Department		Job Title/Position
Home/Cell Phone Number		Personal Email Address
Last Day at Work	Last Date of Employment	Are you currently on approved leave? No Yes Type of Leave: FML Military 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 _____

Completing our online exit survey will provide feedback about your work experience with Clayton County Public Schools. Please take a moment to scan the Quick Response Code (QRC) below or access the survey at <http://tiny.cc/9mtfvz>.



Please indicate below if you would be willing to share details about your CCPS experience and separation with a Human Resources representative. YES NO

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 _____