



PASADENA UNIFIED SCHOOL DISTRICT

SEPARATION FORM

SUBMIT COMPLETED FORM TO HUMAN RESOURCES

Classified 
Certificated 
Board Report # \_\_\_\_\_
Date: \_\_\_\_\_

Section A - To be completed by employee and sent to immediate administrator.

Name: \_\_\_\_\_ Last 4 digits of social or EID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_
Number & Street City State Zip Code

Telephone Number: \_\_\_\_\_ Message Telephone: \_\_\_\_\_

I wish to resign/retire at the end of the work day \_\_\_\_\_ from my positions as \_\_\_\_\_
(Circle one) (Date) (Job Title) (For Teacher grade level/subject)
in the School/Department \_\_\_\_\_. My retirement date is \_\_\_\_\_.
(Must be at least 1 (one) day after last day worked)

I am taking this action for the following reasons: \_\_\_\_\_

My feelings about my employment were:  Positive  Negative  Neutral Original contracted hire date: \_\_\_\_\_
Sick Leave Balance: \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Today's Date \_\_\_\_\_ Verified by: \_\_\_\_\_

Section B - To be completed by immediate administrator if employee is unable to complete SECTION A.

From \_\_\_\_\_ This is to inform you that \_\_\_\_\_
(School/Department)
has terminated his/her position as \_\_\_\_\_ as of the end of the work
day \_\_\_\_\_. The reason for this termination is \_\_\_\_\_

Employee could not complete SECTION A because \_\_\_\_\_

Signature of Immediate Administrator \_\_\_\_\_ Today's Date \_\_\_\_\_

Section C - To be completed by immediate administrator.

The service of this employee was:  Acceptable  Marginal  Not Acceptable

Comment on the employee's general service with you: \_\_\_\_\_

Do you recommend that we re-employ this person?  Yes  No

Has the employee returned all District property?  Yes  No - If no, "IMMEDIATLEY" notify the Payroll Division
of Business Services

Last Day of Service \_\_\_\_\_ Signature of Immediate Administrator \_\_\_\_\_ Today's Date \_\_\_\_\_

- Distribution:  Employee  Site Administrator  HR Tech.
 Payroll  Benefits  Sub. Desk

We value your feedback.
Scan QR Code to take an Exit Survey.

