



## EMPLOYEE EXIT PROCESS

1. **Download** the [Employee Exit Form](#) listed on the Human Resources webpage.
  - a. Part A: Employee completes
  - b. Part B: Supervisor/Administrator completes
  - c. Part C: Employee and Supervisor/Administrator complete
  - d. Part D: Employee and Human Resources complete
2. **Sign, Submit, and Download** all evaluations, professional development portfolios, and documents in Eduphoria-*Strive* and Power School Records
3. **Verify** that your address listed in the [ASCENDER Employee Portal](#) is correct to ensure your W2 is sent to the correct address.
4. If your **address is changing**, complete the [Change of Address Notification](#) and email it to payroll@elginisd.net **AND** hr@elginisd.net.
5. **Visit** [trs.texas.gov](https://trs.texas.gov) to update your address with the Texas Teacher Retirement System.
6. **Contact** payroll@elginisd.net if you have any questions regarding your final payment or need to make changes to your banking information.
7. **Review** benefits information listed on the Human Resources webpage under [Exit Plan Benefits Information](#)
8. **Complete** the [2024-2025 Exit Survey](#)
9. **Request** your [Service Record and/or Transcripts](#) (if applicable).
10. **Submit** your completed Exit Form to the Human Resources Department in person. HR staff will sign the document and provide you with a copy.
11. If you are retiring, contact the Benefits Office at benefits@elginisd.net

**Thank you for your service to Elgin ISD!**