

Palestine ISD
Termination or Exit Report

This form shall be completed by each employee terminating services with the Palestine Independent School District.

This section to be completed by employee:	
Name _____	SS# _____
Mailing Address _____	
City _____	State _____ Zip _____
Position _____	Campus _____
Last Date Worked _____	
Reason for Termination _____	
Signature of Employee _____	Date _____

This section to be completed by Supervisor:	
Nature of Termination:	
1. Employee voluntarily resigned or quit _____	
2. Employee's contract was not renewed _____	
3. Employee laid off due to lack of work _____	
4. Employee dismissed for misconduct or other good cause _____	
5. Other _____	
Is employee eligible for rehire in the future? _____	
If separation is voluntary, was adequate notice given? _____	
If Yes, how much notice? _____	
If employee was dismissed for misconduct or other good cause, provide explanation.	
Signature of Supervisor/Administrator _____	Date _____