**Section 1**: **PERSONAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Last Name | First Name | M.I. | Employee #  *(Found on Check Stub)* | Date of Birth |

      **Status (Select One):**  Permanent  Intern Substitute Classified

Last 4 Digits of Your Social Security Number

Probationary Temporary Administrator

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Current Home Address | City | State |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Home Phone | Cellphone | Email |

**Section 2: Resignation or Retirement – Please select one box below.**

Resignation

|  |
| --- |
|  |

Last Date of Employment

Retirement

**Section 3:** – **CURRENTLY ON LEAVE OF ABSENCE**

*(If not applicable, please skip section 4 and go to section 5.)*

|  |  |
| --- | --- |
| School Year | **Type of Leave:**  Personal Leave (No Pay)  Child Rearing Leave  Opportunity Leave |

**Section 4** – EMPLOYEE SIGNATURE **(PLEASE COMPLETE BACK SIDE)**

I hereby resign/retire from my position as an employee of Coachella Valley Unified School District effective on the date noted above either on section 2 or 3.

Date

Signature of Employee

**FOR THE HUMAN RESOURCES DEPARTMENT ONLY**

Superintendent/Designee Approval

Date

Board Approved/Agenda Date

Coachella Valley Unified School District thanks you for your service to our students. We are sorry you are leaving the District. Please let us know if you had a positivie experience. If there was a problem, we want to address it if we possibly can. It truly is important that we hear from you. We are asking for your employee number to allow us to develop the demographics of separating employees. Please note that the information you provide is **CONFIDENTIAL** and will not be disclosed to anyone.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Number:  *(Found on check stub)* | | | |
| I am a:  *(Check One)* | Teacher  Administrator  Substitute  Classified Employee  Other (please specify) | | |
| School Type: | Elementary  Middle School  High School  Alternative Ed.  Adult Education  District Office | | |
| School Site or Department: |  | | |
| Job Title: |  |  |  |
| Special Education: | Yes No | Early Childhood Education: | Yes No |

1. Please check the reason below that influenced your decision to separate:

Career Movement

Leaving Area/Relocating

Personal Reasons

Working Conditions

Other:

1. Rate your most recent experience with the following: ***(Check the appropriate number with 1 being “poor” and 5 “excellent.”)***

|  |  |  |  |
| --- | --- | --- | --- |
| Pupils | Co-workers | School Site Administrators | District Administrators |
| 1  2  3  4  5 | 1  2  3  4  5 | 1  2  3  4  5 | 1  2  3  4  5 |

1. How do you feel about your experience with the District?

1. What did you enjoy the most about being an employee with CVUSD and what improvements, if any, would you recommend to the District?

1. Would you return to work for CVUSD?  Yes  No Maybe