



## Exit Report

You only need to complete this form if you have additional comments or concerns that you could not express with the online exit survey.

<b>EMPLOYEE:</b>		
Last Name:	First Name:	Katy ISD ID #:
Campus / Department:	Position Title / Subject / Grade:	
Reason for Leaving:		Last Date to Work:  <input type="checkbox"/> Working Summer School
<p>If you have additional concerns that you could not express with the online exit survey, please check the below box. A Human Resource representative will contact you as soon as possible.</p> <p><input type="checkbox"/> I would like a human resource representative to contact me.</p> <p>Personal email: _____ Phone: _____</p>		
Signature:		Date:
<b>HUMAN RESOURCES:</b>		
Reason for termination: <input type="checkbox"/> Voluntarily resigned Adequate notice given? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Resigned in lieu of termination <input type="checkbox"/> Laid off <input type="checkbox"/> Terminated for cause Explain: _____	Eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> Yes, as a retiree <input type="checkbox"/> No <input type="checkbox"/> Other: _____  Employee contact: _____	
Signature:		Date: