

NATCHITOCHE PARISH SCHOOL BOARD

310 ROYAL STREET, P. O. BOX 16
NATCHITOCHE, LA 71458-0016
Phone: (318) 352-2358 Fax: (318) 352-8138

FOR PAYROLL USE ONLY

DATE RECEIVED _____

RECEIVED BY _____

EXIT FORM

****This form must be signed when you come to sign your final timesheet in the Payroll Department of the Central Office.****
(NO EXCEPTIONS)

Complete this form and return it to payroll within 3 days after your resignation or retirement date. You will **NOT** receive **ANY** check(s) from the Natchitoches Parish School Board until this form is completed and received by payroll. Incomplete forms will not be accepted.

I hereby resign from Natchitoches Parish School Board. The resignation is effective at the end of the day on _____
(Month) (Day) (Year)

Name (Please Print): _____

Job Title: _____ Location of Assignment: _____

Last Day Actually Worked: ____/____/____

The reason for my resignation is (check one):

_____ Retirement (Please verify that you have sent all necessary documents to your retirement system)

_____ Employment in another Public School District Location: _____

_____ Career Change/Other (Please Explain) _____

New forwarding address and phone number (if applicable) _____

The following items must be returned to your immediate supervisor or his/her designee by your last day of work (Please initial when received):

- ____ Keys (Building/Rooms) ____ Cell Phone ____ ID Badge
____ Resources books or material ____ Credit Cards ____ Computer
____ Other equipment or property belonging to Natchitoches Parish School Board (e.g. cameras) List: _____
____ Completed final timecard(s), if applicable (Must be turned into Central Office Payroll)
____ Other (building specific): _____
____ Acknowledgement of Surrender and Deletion of Student Information Form

Employee Signature

Date

Supervisor Signature

Employees are asked to complete the Exit Interview Form (online) and return it to the Human Resources Department. Note the Exit Interview Form is voluntary.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

We are striving to maintain a safe and respectful work environment, and your suggestions, comments and observations will help us in accomplishing this goal.

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EMPLOYEE EXIT INTERVIEW FORM

Name: _____ Job Title: _____

Please answer the questions below using the rating scale provided:

Number	Strongly Agree 1	Agree 2	Neutral 3	Disagree 4	Strongly Disagree 5	Rating
1.	My work experience was what I expected, based on the information received during the hiring process.					
2.	I felt that my role was important to the District's overall mission.					
3.	I had sufficient equipment/resources to successfully perform my job.					
4.	I received recognition from my supervisor for my work accomplishments.					
5.	The process used to conduct my performance evaluation was fair and objective.					
6.	My colleagues treated me with respect.					
7.	My supervisor created a respectful environment for staff.					
8.	My overall experience working for Natchitoches Parish Schools was rewarding.					

Rank the top three areas you think we should focus on improving in order to make Natchitoches Parish Schools a better place to work (1 is the highest, 3 is the lowest).

_____ Benefits _____ Salary _____ Training Opportunities
_____ Feedback about Job Performance _____ Recognition for Employees
_____ Communication across the District _____ Communication at your site
_____ Leadership at your site _____ Team Building at your site

Suggestions and Comments:

1. What was most satisfying about your job?

2. What would you change about your job?

3. What would you improve to make our workplace better?

4. Additional comments that you believe will assist us in maintaining and improving the working environment.

Thank you for completing the Exit form. Please return the form to the Natchitoches Parish School Board, Human Resources Department, 310 Royal Street, Natchitoches, LA 71457 – Website: nat.k12.la.us