



Final Checkout Form

Name

Assignment

Location

Date

CAMPUS / DEPARTMENT RETURN ITEMS

CHECK yes or not applicable. MUST BE INITIALED BY DESIGNATED KEY COORDINATOR

All school district metal door key/s: _____ yes _____ not applicable _____ initials
If key is not to be reissued, work order to Keith Clark, Maintenance Dept. to pick up.

CHECK yes or not applicable. MUST BE INITIALED BY DESIGNATED KEY COORDINATOR

All school district key badge/s: _____ yes _____ not applicable _____ initials
Key badge/s have been received and destroyed.

CHECK yes or not applicable. MUST BE INITIALED BY DESIGNATED CAMPUS/DEPT. EMPLOYEE

Other items: _____ yes _____ not applicable _____ initials
uniforms, manuals, equipment, etc.

TECHNOLOGY RETURN ITEMS MUST BE BROUGHT DIRECTLY TO TECHNOLOGY

CHECK yes or not applicable. MUST BE INITIALED BY JAMES ROOKE

Laptop, case, and power supply: _____ yes _____ not applicable _____ initials

Wireless phone, charger and belt clip: _____ yes _____ not applicable _____ initials

CATASTROPHIC SICK LEAVE BANK CONTRIBUTION OF DAYS

I wish to contribute _____ days of personal leave to the Catastrophic Sick Leave Bank upon my termination/retirement from La Porte ISD. Maximum days that can be contributed are ten (10).

Employee Signature

Human Resources

La Porte Independent School District Employee Exit Interview Record

This form is to be completed by each employee whose employment is terminated with the district. Please complete this Exit Interview Record and return to the Human Resource Department.

Name _____ Employee ID # _____

Present Address _____
Street City State Zip Code

Forwarding Address _____
Street City State Zip Code

Phone Number _____ Job Title _____ Campus/Dept _____

Reasons for separation (check all that apply):

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Transfer of spouse | <input type="checkbox"/> Self employment | <input type="checkbox"/> Social adjustment | <input type="checkbox"/> Employment with other school system |
| <input type="checkbox"/> Inadequate salary | <input type="checkbox"/> Care of Children | <input type="checkbox"/> Transportation problem | <input type="checkbox"/> Personal health condition |
| <input type="checkbox"/> Maternity | <input type="checkbox"/> Professional leave | <input type="checkbox"/> Retirement | <input type="checkbox"/> Employment in industry |
| <input type="checkbox"/> Military service | <input type="checkbox"/> Marriage | <input type="checkbox"/> Reduction in staff | |

Comments pertaining to separation (if any): _____

Rate your experience in La Porte ISD with regards to the following using the scale:

4 = Excellent 3 = Good 2 = Fair 1 = Poor

- | | | |
|---|---|--|
| <input type="checkbox"/> Adequacy of job orientation and training | <input type="checkbox"/> Cooperation within department | <input type="checkbox"/> Overall experience with LPISD |
| <input type="checkbox"/> Community support for district | <input type="checkbox"/> Cooperation with other departments | <input type="checkbox"/> Physical working conditions |
| <input type="checkbox"/> Central administration support | <input type="checkbox"/> Evaluation procedures | <input type="checkbox"/> Relationship with supervisor |
| <input type="checkbox"/> Communication within the district | <input type="checkbox"/> Job performance recognition | <input type="checkbox"/> Workload |

What factor made your employment a positive experience with LPISD? _____

Do you have any comments or suggestions to improve LPISD? _____

Would you recommend LPISD to others as a place to work? Yes Yes with reservations No

Signature _____ Date _____

Revised 01/09/2018



Request for Copies or Original Credentials

Name: _____ Campus/Dept.: _____
Email: _____ Contact #: _____
Dates of Service: _____ Job Title while at LPISD: _____

____ I have resigned from La Porte ISD and wish my documents to be mailed to the address shown on the bottom of this form.

____ I have resigned from La Porte ISD and wish to come to Human Resources to pick up my documents.

____ I am not resigning, but am requesting Xerox copies of the following documents from my personnel file.

- _____ Service Records
- _____ Texas Teaching Certificate (if applicable)
- _____ Transcripts or Para Educator Certificate (if applicable)

Employees resigning from La Porte ISD at the end of the current contract year should expect documents to be mailed to another district ***no earlier than the end of July***, providing the employee has resigned by the last day of the current school year. Original Service Records and Original College Transcripts can only be released after Employee's resignation has been accepted by the Superintendent or Superintendent's Designee.

NOTE: Once released, you are responsible for these original documents. These are the only originals and are required upon employment with another district and should be treated as very important documents.

Employee Signature: _____ Date: _____

MAIL DOCUMENTS TO:

District Name: _____ Attn: _____

Address: _____

City: _____ State: _____ Zip: _____

Date Mailed: _____ Sent By: _____

NOTES: _____