



Termination Report

Legal Name: _____

Position: _____ Department: _____

Termination Date: _____ Mail Final Paycheck? ____ Yes ____ No

Reason for Termination (Check one):

Involuntary

- ☐ Attendance or Tardiness
- ☐ Failed Probationary Period
- ☐ Failure to Perform Job Duties
- ☐ Falsification of Records
- ☐ Insubordination
- ☐ Leave Expired
- ☐ Unsatisfactory Work Performance
- ☐ Violation of Company Policy
- ☐ Other (Specify Below)

Voluntary

(Attach Resignation)

- ☐ Accepted Another Job
- ☐ Did Not Return From Leave
- ☐ Dissatisfaction
- ☐ Health Reasons
- ☐ Job Abandonment
- ☐ Personal
- ☐ Quit to Move
- ☐ Retired
- ☐ Returned to School
- ☐ Other (Specify Below)

Lack of Work

- ☐ End of Season
- ☐ End of Temp. Assignment
- ☐ Other (Specify Below)

If Other, Specify: _____

Employee Evaluation (Check One):

Attendance

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Fair
- ☐ Unsatisfactory

Cooperation

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Fair
- ☐ Unsatisfactory

Initiative

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Fair
- ☐ Unsatisfactory

Quality of Work

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Fair
- ☐ Unsatisfactory

Recommendation (Check One):

- ☐ Rehire without reservation
- ☐ Rehire with some reservation
- ☐ Would not recommend rehire

Additional Comments: _____

Supervisor Signature: _____ Date: _____

For Administrative Office use only

Employee's Last Day Worked: _____ Final Check? ____ Yes ____ No

Administrative Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____