

DALHART INDEPENDENT SCHOOL DISTRICT

www.dalhartisd.org



DALHART INDEPENDENT SCHOOL DISTRICT Exit Interview Form

PERSONAL DATA

Name _____

Job Title _____

Campus/Dept. _____ Dates Worked _____ - _____
From To

Forwarding Address _____
Street Address

City _____ State _____ Zip _____

Phone No. (_____) _____ Personal Email: _____

Check appropriate type of termination:

- Discharge
- Nonrenewal
- Resignation
- _____ With notice
- _____ Without notice
- Retirement
- RIF
- Extended disability
- Other _____

Check all applicable reasons for leaving. To be completed ONLY by all VOLUNTARY RESIGNATIONS:

- Moving from district
- Returning to school
- Dissatisfied with type of work
- Health Reasons
- Family Circumstances
- Secured better position
- Other _____

Comments:

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CHECKOUT PROCEDURES

Where applicable, review and discuss the following items:

- Final Paycheck
- Final leave balance status, if applicable
- School District software is intact and/or returned to district
- Laptop/desktop computer and all accessories, intact and/or returned
- District owned equipment and supplies used at home returned
- Keys # _____ # _____ # _____ # _____
- Food Service Acct Bal _____ W/H from check _____

- Passwords: _____
- _____
- Other: _____
- Comments: _____
- _____
- DISD email account will be terminated the last day of the month after the final paycheck is made

QUESTIONNAIRE

1. How would you rate your experience in Dalhart ISD with regards to the following?

Check appropriate box.

	Excellent	Good	Fair	Poor
Working relationship with your supervisor				
Cooperation with staff				
Cooperation with other teachers				
Adequacy of job orientation and training				
Workload				
Physical working conditions				
Availability of materials/equipment				
Evaluation procedures				
Recognition on the job				
Employee benefits				
Communication within the district				
Community support of district				
Overall experience with Dalhart ISD				

Comments: _____

Home of the Golden Wolves

701 East Tenth ♦ Dalhart, TX 79022 ♦ Phone: (806)244-7810 ♦ Fax (806)244-7822

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2. What factors made your employment a positive experience with Dalhart ISD?

3. Do you have any comments or suggestions to improve Dalhart ISD?

4. Would you recommend Dalhart ISD to others as a place to work?

Yes

Yes, with reservation(s)

No

I have reviewed all information above with the Central Office staff. I have been advised of information needed to separate employment from the Dalhart ISD. I have forfeited all properties that belong to Dalhart ISD. I understand that any unpaid salary which may have been earned will be calculated based only on the number of days worked in my current employment year and will be adjusted as needed to cover any sick or personal leave used but not earned.

Interviewed by _____

Date _____

Signature of Employee _____

Date _____

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