



Culver City Unified School District

Administration Building 4034 Irving Place Culver City, CA 90232-2848
(310) 842-4220

CERTIFICATED EXIT CLEARANCE INSTRUCTIONS

The package must be completed by the following employees:

1. Employees who have resigned.
2. Employees who have retired.
3. Employees who are taking a full-time leave of absence for the next school year.
4. Employees who have been released by the District.

The set of forms consists of:

1. **Instruction Sheet**
2. **Exit Clearance Form:** This form must be completed in full including signatures of the Principal/Supervisor and the School Library Supervisor. These signatures indicate records are clear. PLEASE NOTE: All library and text book materials must be returned to the library staff at your site in order to obtain Asuncion Romo's signature.
3. **Exit Clearance Form for Industrial Accident/Injury:** This form refers to industrial accidents/injuries. The form must be checked, signed and dated.
4. **Exit Interview Survey:** This is a three page form requesting your feedback regarding your employment at Culver City Unified School District.

It is the responsibility of the employee to obtain the signature before submitting the forms to the Office of Human Resources. These forms, along with your District identification badge, must be RECEIVED in Human Resources prior to but no later than your last day in a paid status.

YOUR LAST PAYCHECK WILL NOT BE RELEASED UNTIL THE OFFICE OF HUMAN RESOURCES RECEIVES YOUR COMPLETED PACKAGE.