

**CULVER CITY UNIFIED SCHOOL DISTRICT  
OFFICE OF HUMAN RESOURCES**

**EXIT CLEARANCE FORM**

\_\_\_\_\_ RESIGNATION CLEARANCE

\_\_\_\_\_ LEAVE OF ABSENCE CLEARANCE

\_\_\_\_\_ RETIREMENT CLEARANCE

\_\_\_\_\_ DISTRICT RELEASE

This form, the Exit Clearance Form for Industrial Accident/Injury and the Exit Interview Survey must be completed and submitted to the Office of Human Resources before your final warrant will be issued.

Employee \_\_\_\_\_

School/Department \_\_\_\_\_

Position \_\_\_\_\_

Effective date of resignation/retirement \_\_\_\_\_

**OR**

Effective date of leave of absence \_\_\_\_\_

**OR**

Effective date of district release \_\_\_\_\_

**Please circle the appropriate retirement plan: PERS, STRS, or APPLE, then check one of the following:**

\_\_\_\_\_ I will withdraw from retirement funds.

\_\_\_\_\_ I will not withdraw from retirement funds.

\_\_\_\_\_ I am retiring.

**FORWARDING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**FORWARDING PHONE #:** \_\_\_\_\_

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**The following to be completed by site/department administrator:**

SITE RECORDS CLEARED: \_\_\_\_\_ YES \_\_\_\_\_ NO (i.e. keys; list missing items below)

Missing items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Principal/Supervisor

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**The following applies to Certificated Personnel only:**

LIBRARY RECORDS CLEARED: \_\_\_\_\_ YES \_\_\_\_\_ NO (see attached printout)

\_\_\_\_\_

\_\_\_\_\_ School Library Supervisor

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Exit Clearance Form for Industrial Accident/Injury Received \_\_\_\_\_

I.D. Badge Received \_\_\_\_\_

Exit Interview Survey Received \_\_\_\_\_

c: Payroll

T:\Forms\Exit Clearance Package\Exit Clearance Form.doc