Caddo Parish Public Schools considers our students and employees our most valuable resources. As a result, the school district is committed to identifying and implementing strategies that will allow for the retention of a highly competent workforce. The use of Exit Interviews as a tool for gathering information regarding the experience of employees leaving the district is critical in the development and implementation of recruitment and retention strategies. In order to facilitate the collection of information, the Caddo Parish Public School district has developed an exit interview form and process to be used by all district/school employees.

Thank you for your service to the District. Exit interview data from all departing employees is combined and presented to senior management in a summary report. We appreciate your willingness to participate in the exit interview process.

Sincerely,

Leisa Woolfolk
Chief Human Resource Officer
# Employee Separation Checklist

The purpose of this checklist is to assist CPPS employees and departments with an exit process when an employee separates employment with the district. Employees leaving the district must be aware of pertinent information, rights and benefits that may affect them at separation. The employee and responsible department must complete below tasks and sign where appropriate prior to separation.

<table>
<thead>
<tr>
<th>Employee Name (Please Print)</th>
<th>Social Security Number</th>
<th>Last Working Day</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department / School Name</th>
<th>Position</th>
</tr>
</thead>
</table>

Tasks 1-3 are completed by Employee FIRST and form submitted to Human Resources for Tasks 4-7.

## Employee Tasks

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Employee either: ☐ Submits Resignation Form (see page 3) to Human Resources Department OR ☐ Completes retirement packet - contact Retirement Department for process</td>
</tr>
<tr>
<td>2</td>
<td>Employee completes Employee Exit Interview Questionnaire <a href="https://www.surveymonkey.com/r/CaddoExitQuestionnaire">https://www.surveymonkey.com/r/CaddoExitQuestionnaire</a></td>
</tr>
</tbody>
</table>
| 3    | Return all CPPS property to the School/Department ☐ No Equipment Issued  
☐ Keys ☐ Laptop ☐ Tablet ☐ Radio ☐ School ID Badge  
☐ Other: ________________________________________________  
☐ Property not returned: ____________________________________  
All CPPS property returned to: ________________________________ |

## Employee Benefits

Employee Benefits: Provided you've made the necessary contributions, your group health plan and other insurance benefits will continue until the last day of the month in which termination occurs. If you have completed your contract year, your benefits will end the last day in the month of your contract. You will receive a COBRA notice allowing you the opportunity to continue your group health and dental insurance benefit coverage after the end of the month of your termination. Please contact Employee Benefits at 318-603-6388 if you have any questions.

## Human Resources Task

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Notify Employees’ Supervisor with Exit Packet</td>
</tr>
<tr>
<td>5</td>
<td>Update Permanent / Mailing Address via Sunguard</td>
</tr>
<tr>
<td>6</td>
<td>Notify Payroll Services that final paycheck may be mailed.</td>
</tr>
<tr>
<td>7</td>
<td>Notify Security and Insurance of effective separation date.</td>
</tr>
</tbody>
</table>

*NOTE: I UNDERSTAND THAT FAILURE TO RETURN ALL CPPS PROPERTY AND SUBMIT THIS FORM TO HUMAN RESOURCES PRIOR TO MY SEPARATION FROM THE DISTRICT, MAY RESULT IN A DELAY IN THE PROCESSING OF MY FINAL PAYCHECK.*

<table>
<thead>
<tr>
<th>EMPLOYEE SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
</tr>
</tbody>
</table>

Completed form must be returned to Human Resources, 1961 Midway, Shreveport, LA 71108
Fax: 318-603-7009 Email: HRCaddo@caddoschools.org
Caddo Resignation Form

I hereby resign my position with the Caddo Parish School System as described below:

Name _______________________________________
Social Security Number _______________________  
Position _____________________________________
Subject/Grade _______________________________
Location _____________________________________
Effective Date ______________________________ (Last working date)

****PLEASE NOTE THAT THE RESIGNATION DATE CANNOT BE RETROACTIVE****

Reason for resignation _____________________________________________________________________

My Current Mailing Address __________________________________________________________________
Street Address (PO Box) _____________________________________________
City, State ____________________________________________ ZIP

Email Address (other than CPSB Account):
___________________________________________________________________________________

My Future Mailing Address ____________________________________________________________________
Street Address (PO Box) _____________________________________________
City, State ____________________________________________ ZIP

Helpful Links:
Employee Exit Interview Questionnaire: https://www.surveymonkey.com/r/CaddoExitQuestionnaire

EMPLOYEE SIGNATURE _______________________________ DATE ______________________________

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