



Nassau County School District
 1201 Atlantic Avenue
 Fernandina Beach, FL 32034

Human Resources Department
 Phone (904) 491-9874
 Fax (904) 277-9039

EXIT INTERVIEW QUESTIONNAIRE FOR SCHOOL DISTRICT EMPLOYEES

Please complete this form and submit to the Human Resources Department, within 10 days of receipt, by county mail, hand delivery, fax, or U.S. Mail to the address above.

EMPLOYEE'S FULL NAME		EID	LAST DAY FOR PAY
SCHOOL / DEPARTMENT		POSITION	
EMPLOYEE'S CURRENT MAILING ADDRESS & EMAIL		EMPLOYEE'S CURRENT PHONE NUMBER	

REASON FOR SEPARATION FROM DISTRICT	
Voluntary Separation	<input type="checkbox"/> Retirement <input type="checkbox"/> Employment in Education in Florida: District _____ <input type="checkbox"/> Employment in Education outside Florida: State _____ <input type="checkbox"/> Employment outside Education <input type="checkbox"/> Relocation, Military <input type="checkbox"/> Relocation, Non-Military <input type="checkbox"/> Continuing Education <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Raising A Family / Parenthood <input type="checkbox"/> Personal Illness / Disabled <input type="checkbox"/> Family Illness <input type="checkbox"/> Family / Personal Reasons <input type="checkbox"/> Schedule <input type="checkbox"/> Inability To Complete Teacher Certification <input type="checkbox"/> Inadequate Salary <input type="checkbox"/> Inadequate Support <input type="checkbox"/> Inadequate Benefits <input type="checkbox"/> Inadequate Advancement Opportunity <input type="checkbox"/> Stress On The Job <input type="checkbox"/> Dissatisfaction With Supervisor <input type="checkbox"/> Dislike / Unsuitability For Assigned Duties <input type="checkbox"/> Resignation In Lieu Of Involuntary Termination <input type="checkbox"/> Other (Please Specify):
Involuntary Separation	<input type="checkbox"/> Probationary Period <input type="checkbox"/> Performance <input type="checkbox"/> Reduction in Force
Comments:	

ACKNOWLEDGEMENT	
I understand that failure to return all NCS D property and submit this form to the Human Resources Department prior to my separation from the district may result in a delay in the processing of my final paycheck and other payouts, if applicable. NCS D property includes, but is not limited to, keys, ID badges, laptops, tablets, radios and uniforms. Failure to return certain property may result in legal action, including, but not limited to the filing of a police report and subsequent prosecution.	
EMPLOYEE'S SIGNATURE	DATE