BASTROP INDEPENDENT SCHOOL DISTRICT
EXIT QUESTIONNAIRE FORM

PERSONAL DATA

Name _____

Job Title _____

Campus/Dept. _____ Dates Worked: _____ – _____

Forwarding Address _____
Street Address

_____
City   State   Zip

Effective Date of Forwarding Address _____   Phone _____

Please give us instructions regarding your final paycheck. Would you like it delivered to your campus, have it mailed to you or would you like to pick it up at the Central Office? Please indicate in the space available and be sure to give correct mailing address if you chose to have your check mailed to you.

_____

Check appropriate type of termination:

_____	Discharge	_____	Retirement
_____	Nonrenewal	_____	RIF
_____	Resignation	_____	Extended Disability
	____ with notice _____	Other	_____
	____ without notice		

Check all applicable reasons for leaving. To be completed only by all voluntary resignations.

_____	Moving from district	_____	Health reasons
_____	Returning to school	_____	Family circumstances
_____	Dissatisfied with type of work	_____	Secured better position
_____	Other _____		____ Out of
	_____		____ Into

If leaving to teach in another district, where are you going? _____

Comments _____
_____
_____

CHECKOUT PROCEDURES

Please make sure that you return all district property (i.e. books, laptop, keys, badge) to your appropriate supervisor. Please refer to the benefit handout for specific information regarding district benefits. If you have further questions, do not hesitate to call Human Resources at 512-321-2292.

Comments _____
_____
_____

QUESTIONNAIRE

1. How would you rate your experience in Bastrop ISD with regards to the following? Check the appropriate box.

	Excellent	Good	Fair	Poor
Working relationship with your supervisor				
Cooperation within department				
Cooperation with other departments				
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				
Central administration support				
Community support for district				
Overall experience with Bastrop ISD				

Comments _____
_____
_____
_____

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

_____
_____
_____

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

_____
_____
_____

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

_____ Yes   _____ Yes, with reservation(s)   _____ No