

CORONA-NORCO UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT  
NOTIFICATION OF SEPARATION FROM EMPLOYMENT

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_  
FIRST AND LAST NAME

PHONE NUMBER: \_\_\_\_\_ ID# \_\_\_\_\_

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

PERSONAL EMAIL: \_\_\_\_\_

CLASSIFICATION: \_\_\_\_\_ LOCATION: \_\_\_\_\_

REASON FOR SEPARATION: Retirement:  Resignation:  Other:

RETIREMENT SYSTEM: CalPERS:  CalSTRS:  Cert Retirement Bonus  
Circle one:  
March June July

LAST DATE OF EMPLOYMENT/WORK: \_\_\_\_\_ RETIREMENT DATE: \_\_\_\_\_  
(Retirement begins one (1) day after Employment ends)

I HEREBY DECLARE THAT **ALL** DISTRICT PROPERTY, INCLUDING EQUIPMENT, KEYS, ACCESS CARD, ID BADGE, MATERIALS, UNIFORM(S), RECORDS, RSA TOKEN, ETC., WILL BE TURNED IN PRIOR TO MY LAST DATE OF EMPLOYMENT. I UNDERSTAND THERE MAY BE A DELAY IN RECEIVING MY FINAL PAY WARRANT UNTIL ALL ABSENCES HAVE BEEN CLEARED AND ALL DISTRICT PROPERTY HAS BEEN RETURNED TO THE APPROPRIATE SITE OR DEPARTMENT.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Assistant Superintendent or HR Designee

<b>OFFICIAL USE ONLY:</b>				
Equipment <input type="checkbox"/>	Keys <input type="checkbox"/>	Access Card <input type="checkbox"/>	ID Badge <input type="checkbox"/>	Materials <input type="checkbox"/>
Uniform(s) <input type="checkbox"/>	Records <input type="checkbox"/>	RSA Token <input type="checkbox"/>	Other <input type="checkbox"/>	_____
Verified by:	_____		_____	
	Print Name		Site/Department	