



EXIT FORM for IISD SCHOOL EMPLOYEE

(This form is to be completed by each exiting employee prior to being issued a final payroll check.)

FINAL CHECKS ARE DIRECTLY DEPOSITED UNLESS THE EMPLOYEE NOTIFIES THE DISTRICT IN WRITING TO ISSUE A PAYCHECK FOR FINAL PAY

NAME:

(Legal) (First) (Middle) (Last) (Employee#)

ADDRESS: _____
(Street) (City) (State) (Zip Code)

Home Email*: _____ **Phone:** _____

Any changes in mailing address at this time, or at a future date, should be completed through MUNIS Employee Self Serve. Please contact the I/SD Technology Service Desk at (972) 600- 5260 for assistance to access MUNIS Employee Self Serve.

ASSIGNMENT
(Job Title or
Position): _____

LOCATION OF
WORK/ASSIGNMENTS
(School/Dept.): _____

EMPLOYMENT
DATES: From: _____ To: _____

I request a personal and confidential interview with an IISD Human Resources administrator. Phone number: _____

**Personal email address is used for completing the confidential District exit survey, which is distributed the first week of the month after the last month you are employed. The exit survey is distributed through Qualtrics, which may be routed to your email's "Junk" folder depending on your email provider's screening criteria.*

Employee Signature

Date

Mailing Address: P.O. Box 152637, Irving, Texas 75015-2637
2621 W. Airport Freeway, Irving, Texas 75062-6020 | Tel. 972.600.5225 | Fax972.215.5221