

**Wrangell Public Schools**  
**Exit Interview Form**

Staff Member \_\_\_\_\_

Date \_\_\_\_\_

School/Department \_\_\_\_\_

Supervisor \_\_\_\_\_

**Section 1**

Last Day on Payroll \_\_\_\_\_

Position at Exit \_\_\_\_\_

**Section 2**

Has the final timesheet been completed and forwarded to payroll?

- Yes                       No                       Not Applicable

Has the staff member returned the following items, if applicable?

- Keys                       Manuals                       Credit Cards                       Files  
 Equipment                       Inventory                       Other School Property

Has the staff member received copies of the COBRA information?

- Yes                       No                       Not Applicable

Please have the staff member answer the following questions.

1. Staff Member's Comments about working for the district \_\_\_\_\_  
\_\_\_\_\_
2. What would you like to see the district change? \_\_\_\_\_  
\_\_\_\_\_
3. What is your reason for leaving? \_\_\_\_\_  
\_\_\_\_\_

Forwarding Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date