



Provo City School District

Employee Release of Employment Form

Office use only: Release on... Card Folder Alio Steps CACTUS SafeSchools Digital Key BCI I-9

Date: _____

POSITION

- ESP Contracted
ESP Hourly
Certified

5020 F10

Dear Deputy Superintendent:

I hereby submit this letter to separate my employment with the Provo City School District.

My reason for separation is (please check one):

- Retirement, Position Eliminated, Continuing Education, Salary Concerns, Moving, Health Reasons, Schedule Conflict, Maternity, Released From Employment, End of School Year/Contract, Other Employment Within the District, Other Employment Elsewhere, Reduction in Force, Temporary Position, Resigned, Volunteer, Needed at Home, Other (please specify)

FOR OFFICE USE ONLY: Tech Inventory Check, Principal/Program Director Signature, Location, For District Office Use Only, Board (Google Doc)

My last day of service will be: _____

Sincerely,

Signature

Printed Name: _____

Employee ID Number: _____

Digital Key Number: _____

By completing this survey within two weeks of your last working day, a \$10 gift card from Amazon will be sent to the following personal email address _____ . Results of the survey are confidential.

Scan the QR Code or use this survey link: https://provoedu.ca1.qualtrics.com/SE/?SID=SV_5aPhTdFPqrQa5bD

