

Student Employment Exit Form

Department Name: _____ Supervisor Name: _____

Semester of Employment: Fall _____ Spring _____ Summer _____

Employee Information

Student's Full Name: _____ Palomino ID: _____

Last Working Date: _____

Reasons Employee is Leaving

- ☐ Graduated ☐ Not Enrolled ☐ Not Interested in returning
- ☐ Transfer to another department ☐ Disciplinary Issues
- ☐ Other: _____

Select which supporting documentation you will be submitting

- ☐ Letter of Resignation ☐ Recommendation for Termination Memo

Would you re-hire this student ☐ Yes ☐ No If no, Please include a reason:

Indicate if student was issued any of the following:

- ☐ Laptop ☐ Tablet ☐ Mifi ☐ Alarm Codes ☐ Keys
- ☐ Banner Access ☐ Canvas ☐ Student Employment ID Card
- ☐ Other (List below any other access or equipment not shown above)

Office Use Only

Financial Aid: _____ Date: _____

HR Signature: _____ Date: _____

Payroll: _____ Date: _____

Student Life: _____ Date: _____

If Applicable

IT Signature: _____ Date: _____

Police Dept.: _____ Date: _____

Physical Plant: _____ Date: _____