

Arlington Independent School District  
Retirement / Resignation Form and Online Exit Form

**Non-Contract Employee**

Please complete the form and obtain the necessary signatures. Scan and email to [subservices@aisd.net](mailto:subservices@aisd.net)

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Current Position: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Proposed Final Employment Date: \_\_\_\_\_ Is this resignation in order to retire? \_\_\_Yes \_\_\_No

Supervisor / Administrator: \_\_\_\_\_ Department / Campus: \_\_\_\_\_

**Exit Interview Questions**

1. Why have you decided to leave the district? \_\_\_\_\_  
\_\_\_\_\_
2. Are there concerns or positive comments you wish to share? \_\_\_\_\_  
\_\_\_\_\_
3. How does AISD compare to your previous work experiences with "5" meaning AISD compares favorably?  
1 \_\_\_\_ 2 \_\_\_\_ 3 \_\_\_\_ 4 \_\_\_\_ 5 \_\_\_\_
4. How likely are you to recommend AISD as a great place to work with "5" meaning great?  
1 \_\_\_\_ 2 \_\_\_\_ 3 \_\_\_\_ 4 \_\_\_\_ 5 \_\_\_\_
5. What recommendation(s) do you have to make AISD a better work environment? \_\_\_\_\_  
\_\_\_\_\_
6. If you were able to make one change within AISD, what would it be? \_\_\_\_\_  
\_\_\_\_\_

Please attach additional sheets as needed.

**All retirements will have an additional "in person" exit interview scheduled. If you are not retiring but would like to meet concerning your resignation, please call 682.867.7290 to set up an appointment.**

It is expected that ten actual work days of notice be given from the date of acceptance of your Retirement / Resignation Form in order for the school or department to make the necessary transition. Documentation to support a resignation of less than two weeks may be attached.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**District Use Only Below**

Date Form Received: \_\_\_\_\_ Supervisor Contact Made if Needed: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_