



# Office for Catholic Schools

Archdiocese of Seattle

## Employee Termination

Name \_\_\_\_\_ SSN# \_\_\_\_\_  
(Last) (First) (Maiden)

Address: \_\_\_\_\_  
(Street) (City State Zip)

Name of School and City: \_\_\_\_\_

Date of Initial Employment Contract Date \_\_\_\_\_ Date of Termination: \_\_\_\_\_

Washington Certification:  Yes  No Type of Certificate \_\_\_\_\_ Cert. Number: \_\_\_\_\_

Endorsements: \_\_\_\_\_

### Teaching Assignment(s):

| Grade(s) | Position | F.T.E. Full Time Equivalent |
|----------|----------|-----------------------------|
|          |          |                             |
|          |          |                             |
|          |          |                             |

Grade level(s) teacher best qualified for:  Primary  Intermediate  Jr. High  High School  Other

Employee's Present Salary: \$ \_\_\_\_\_ monthly for \_\_\_ months. Or \$ \_\_\_\_\_ annually.

Can you recommend this teacher for re-employment in a Catholic School?  Yes  No

Attendance:  Satisfactory  Unsatisfactory (If unsatisfactory, please explain.)

Comments: Please comment on the employee's strengths and weaknesses in such classifications as character, dependability, judgment, preparation of work, classroom management skills, application of professional skills, professional growth, relations with pupils and parents, health and appearance. (Continue on the back if you need more room.)

**Reason for Termination:**  Resigned  Retirement  Moving  Family Illness  Personal Health  Maternity  Contract Non-renewed(Explain)

Other: Explain: \_\_\_\_\_

Is the Assistant Superintendent/Personnel free to discuss the above information with the teacher if the need arises?  Yes  No

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: This form must be mailed to the Office for Catholic Schools whenever a teacher leaves your school for any reason. Please send the form at the time of termination. Retain a copy in the teacher's file kept at the school.**

**For OCS Use Only.** Date Received: \_\_\_\_\_ CSD Staff \_\_\_\_\_