

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT
SEPARATION CLEARANCE FORM FOR ALL EMPLOYEES**

Name of the Employee _____ Site _____ Date _____

INSTRUCTIONS: All personnel who separate from the Manhattan Beach Unified District and terminate their services shall obtain clearance from the departments indicated below, *the Administrative Services Office being the final department for clearance.* This clearance form must be completed and returned to the Human Resources Office before the final pay warrant will be released. *

1. Principal, Site Administrator/Manager or Direct Supervisor:

I certify that _____ has accounted for all property, materials, keys, records or reports completed, and room/work station was inspected prior to release from service at _____ School/Site.

_____ (Date) _____
(Principal, Site Administrator/Manager or Direct Supervisor)

2. Coordinator of Technology Services:

I certify that the above named employee has returned all electronic equipment including laptop or desk top computer, printer, pager, cell telephone, etc. and that e-mail access has been deleted and computer access terminated.

_____ (Date) _____
(Coordinator of Technology Services, or Designee)

3. Human Resources Office:

I certify that I have received the ID Badge, (key, uniform, if appropriate), notification of the employee's COBRA rights, and STRS (Certificated) or PERS/LARISA (classified) withdrawal form, if applicable.

_____ (Date) _____
(Human Resources Representative)

4. Administrative Services Office:

I certify that I have reviewed the payroll records and find that the above named employee does not have an outstanding balance due to the Manhattan Beach Unified School District.

_____ (Date) _____
(Business Office Representative)

* Please note that the final paycheck is in the form of an actual warrant, not as a direct deposit. If you receive direct deposit checks, you may want to prepare for any automatically deducted expenses in a different fashion, as the warrant will not be deposited this last time.

Signature of employee

Forwarding address

(Return to Human Resources Office when complete.)