

**BOARD OF EDUCATION, DISTRICT 148  
DOLTON, COOK COUNTY, ILLINOIS**

**NOTICE OF EMPLOYEE SEPARATION**

Complete this form and return to the Assistant Superintendent's office for any employee who resigns or is discharged.

**Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Date of Separation:** \_\_\_\_\_

**Administrative Signature:** \_\_\_\_\_

**Reason for Separation:    Check One**

**RESIGNED**

- |  |                                |
|--|--------------------------------|
| _____ Reason unknown _____<br>(specific year(s))       |                                |
| _____ Unable to obtain babysitter                      | _____ Abandoned job            |
| _____ Transportation                                   | _____ Walked off job           |
| _____ Accepted another position<br>outside of district | _____ Personal not job related |
| _____ Illness  | _____ Relocation               |
| _____ Family obligation                                | _____ Other _____<br>_____     |

**DISCHARGED**

- |  |                                   |
|--|-----------------------------------|
| _____ Reduction in Force                               | _____ Falsification of employment |
| _____ Insubordination                                  | _____ Quality of work             |
| _____ Violation if School rules/polices                | _____ Dishonesty                  |
| _____ Violation of safety rules                        | _____ Absenteeism                 |
| _____ Reported under the influence<br>of alcohol/drugs | _____ Tardiness                   |
| _____ Destruction of school property                   | _____ Poor performance            |
| _____ Fighting on school property                      | _____ Poor judgment               |
| _____ Leaving work station                             |                                   |

Copy to Business Office  
S-23  
Revised 2/16/10