



**Ysleta Independent School District**  
Division of Human Resources  
9600 Sims Dr.  
El Paso, Texas 79925

Please email this completed form to: **Rachel Rodriguez** at [rrodriguez107@yisd.net](mailto:rrodriguez107@yisd.net)

**District/Campus Clearance Form – Items Collection**

\_\_\_\_ Employee **separating** from the district:

- a) Submit a letter of resignation or provide appropriate notice of retirement;
- b) Obtain campus and/or department clearance by submitting this completed form to Human Resources;
- c) Counselors/Nurses will require a clearance from their assigned campus and correlating department;
- d) Teachers will submit their laptop to the Innovative Learning Department at central office, 1<sup>st</sup> floor;
- e) Obtain a YISD Employee Exit form in the Human Resources Department.

\_\_\_\_ Employee is **transferring** from one campus/department to another. Employee must obtain clearance before the transfer will be completed.

- a) Transferred
- b) Promoted to another location
- c) Changing work site/title

**All YISD administrators exiting the district must obtain the signature of another administrator of an equal or higher pay grade from their campus/department who can certify the return of all campus/department property listed on the fixed assets record. Principals exiting the campus can have an Assistant Principal sign the form as a witness to the return of all campus/department property. A copy of the applicable fixed assets record must be attached to this form, if applicable.**

Employee: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee No: \_\_\_\_\_ Campus/Dept.: \_\_\_\_\_ Assignment: \_\_\_\_\_

Before meeting with YISD Human Resources staff to complete the necessary exit paperwork, exiting employees must have their evaluating administrator confirm clearance from their assigned campus or department by signing on the appropriate line below. Any employee failing to obtain a campus/department clearance will not be permitted to formally separate from the district or transfer to a new assignment.

This Section is to be completed by the Collector of Assets and Employee:

**I certify that the employee named above has returned all campus/department keys, equipment, materials, records, etc., (see attached list: printout from fixed assets record) and is cleared for separation or transfer.**

Fixed assets collected: \_\_\_\_\_

**Administrator/Security witnessing return of YISD property listed on fixed assets record:**

PRINT NAME	SIGNATURE	DATE SIGNED
------------	-----------	-------------

**Employee:**

PRINT NAME	SIGNATURE	DATE SIGNED
------------	-----------	-------------

Evaluating Supervisor Use Only:

**I certify that the employee named above has returned all campus/department key, equipment, materials, records, electronics, etc., and is cleared for separation or transfer.**

Employee's Evaluating Administrator:

PRINT NAME	SIGNATURE	DATE SIGNED
------------	-----------	-------------