



CLINT INDEPENDENT SCHOOL DISTRICT DEPARTMENT OF  
HUMAN RESOURCES

**FINAL CAMPUS / DEPARTMENT CLEARANCE**

**NOTE: Employee must be cleared at his/her campus and Business Services prior to completing the Final Exit Interview with Human Resources Department.**

**Employee Information**

Employee Name: \_\_\_\_\_ SSN: XXX – XX – \_\_\_\_\_

Position: \_\_\_\_\_ Campus / Dept.: \_\_\_\_\_

Resignation Date: \_\_\_\_\_

**Campus / Dept. Administrator Use Only**

All District materials, equipment, uniforms, employee ID and/or keys have been returned.

☐

Yes

☐

No

Is employee owed comp time (if applicable)? If so, how many hours/minutes are owed: \_\_\_\_\_

\_\_\_\_\_  
Principal / Administrator Signature

\_\_\_\_\_  
Date

**Business Service Use Only**

Employee is cleared to complete exit process: ☐ Yes ☐ No

\_\_\_\_\_  
Signature / Business Services

\_\_\_\_\_  
Date

**Human Resources Use Only**

The Employee has satisfied all exit criteria and is eligible to receive his/her final paycheck.

\_\_\_\_\_  
Signature / Human Resources

\_\_\_\_\_  
Date

14521 Horizon Blvd.  
El Paso, TX 79928

Human Resources Department  
[www.clintweb.net](http://www.clintweb.net)

(915) 926-0000  
(915) 926-4069 Fax

**Public Notification of Nondiscrimination** It is the policy of Clint ISD not to discriminate on the basis of race, color, national origin, sex, religion, handicap or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. For information about your rights or grievance procedures, contact the district's Title IX Coordinator, Assistant Superintendent for Personnel Services, at 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000 and/or Section 504 Coordinator at 14521 Horizon Boulevard, El Paso, Texas, 79928, 915-926-4000.