

STUDENT RESIGNATION FORM

Each **Student Supervisor** is responsible for notifying their **Administrative Assistant** when a student is terminated, resigns or takes a leave of absence by completing a STUDENT RESIGNATION FORM. This information will be kept in the student's file for the record. Please fill out the following form and forward it to your Administrative Assistant.

Each **Administrative Assistant** is responsible for notifying Library Human Resources and Library Systems of all student resignations. **Please send the completed STUDENT RESIGNATION FORM to Library Personnel, O175H and submit a service request for the removal of access via email to the Library Systems Help Desk.**

Students: If you are merely changing jobs on campus please note your new job, mailcode code and timekeeper: _____

Date: _____ Department: _____

Supervisor: _____ Ext. _____

Supervisor's Signature: _____

<input type="checkbox"/> Hours Due (Time Card Must Be Attached) <input type="checkbox"/> No Hours Due (Please check one)

Student : _____ Job Title: _____

Reason for Leaving: _____

Date of Last Day Worked: _____

(*Please note: W-2 forms are issued January 31 and if currently employed are mailed to your on-campus job, otherwise they are mailed to your permanent address).

Forwarding Address: _____

(For W-2 Form) _____

Permanent Telephone # (_____) _____

Last Paycheck: Will pick up. Please forward to this address.

Signature of Student: _____

ON-LINE ACCESS: Please submit a HELP desk call to remove all computer access.

Please check all appropriate boxes.

InnoPac Novell (CC:MAIL) Nowalls OCLC Gateway IFIS/ISIS