

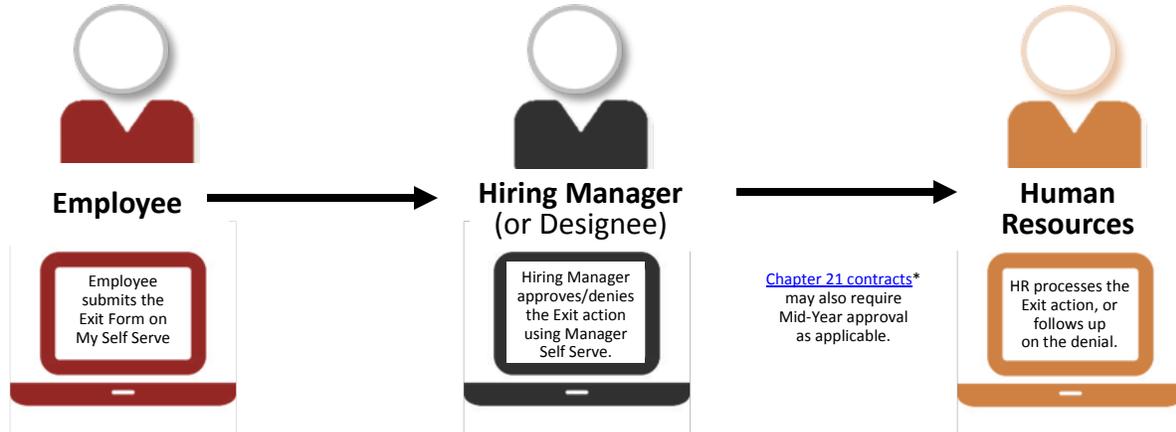
## Employee Initiates the Exit Form

The employee accesses the Exit Form by logging onto My Self Serve, and navigating to Main Menu>Self Service>FBISD Self Service Forms>Exit Form. The employee clicks **Add a New Value** to begin the form.

### Completing the Exit Form

- 1 Select the **Effective Date** of the exit.
- 2 Type the **Reason for Exit**.
- 3 Confirm or update **Contact Information**, including providing a personal email address.
- 4 Check to verify all statements of understanding.
- 5 Click **Submit**.

### After the Exit Form Is Submitted



After an Exit Form is approved, an email is sent to the personal email provided in the form. FBISD Human Resources may send additional documentation via postal mail for selected employee groups.

For additional questions, see the [FBISD Talent Playbook](#), or submit a question to [Talent Connection](#).