

## Instructions for Electronically Submitting Your *Employment Separation Form*

1. Log in to [Employee Access Center](#). (You must be on the Conroe ISD network or [VPN](#).)
2. Click on the “E-Separation Form” link, which is located under “Links” on the left side of the page.
3. The first section of the form is entitled “Employee Contact Information.”
  - a. Please fill in your contact information. Fields noted with an \* are required in order to submit the *Employment Separation Form*.
  - b. Please enter the last day you intend to work for Conroe ISD. (Note: If you have been hired to work summer school, then your last day worked should reflect a date at the conclusion of summer school. You should also select “Yes” for “Teaching Summer School” and provide information about your summer school position in the designated area. This will ensure you continue to have access to your email and electronic accounts throughout the summer school program.)
4. The second section of the form is entitled “Request Information.”
  - a. You must select from the drop down menu a reason you are requesting separation from employment.
  - b. If you wish to provide additional comments with your employment separation form, please do so in the comments section provided. This section is limited to 400 characters.
5. Submitting the form:
  - a. Review the form you have completed and ensure it is accurate. Once you are satisfied with the form, please click “Next Step.”
  - b. If your last day worked is on or after the last day of instruction for the current school year, a “Benefits Information” screen will appear. Select whether or not you wish to continue your insurance coverage under Texas H.B. 973 provisions. Click “Next Step.”
  - c. The “Employment Separation Form Review” screen will appear. When you are ready to submit the form to Human Resources, click “Submit.”
  - d. The “Employment Separation Form Signature” screen will appear, confirming the date you signed your form. Use the “Print Form” button on this page to retain a copy of your form.
  - e. At this point, your principal or department supervisor will receive a notification of your employment separation form. Once they electronically sign the form, it will be submitted to Human Resources. Please await detailed information about your separation from the District via email from the Human Resources Department.

