



SCHOOL BOARD OF POLK COUNTY

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March 24, 2009

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HRS #09-021

Contact: Linda Searcy, SPHR
Director of Personnel
534-0532 / 51351

MEMORANDUM

TO: Principals, Assistant Principals, and Principals' Secretaries

**FROM: Ron Ciranna, J.D., Assistant Superintendent
Human Resource Services**

SUBJECT: State Mandated Teacher Exit Interviews

The state of Florida requires that we collect data from teachers who leave their District classroom teaching position for any reason. The vehicle for this data collection is a District created Exit Survey. Teachers transferring within the District are not required to complete this form.

The Exit Survey is to be completed online and can be accessed by the teacher at:

Detailed instructions are included at the site.

Once the survey is finished, the teacher is to do the following:

- Click the FINISH button
- Print, sign, and date the resulting receipt
- Submit the signed receipt to his/her administrator to document completion of the DOE mandated Teacher Exit Interview

Principals, please keep the signed receipt on file at the work site along with other sign-out documents.

c: Dr. Sherrie Nickell
Dr. Bruce Tonjes
Senior Directors

Thanks for completing this Classroom Teacher Exit Interview. After the end of this survey, a signature page will appear. Please print that page, sign, date and return it to your Principal.

Please enter your name as it appears on official records (i.e. pay stub):

Last Name

First Name

Please select your school from the following list:

[Select an answer]

Please enter your personnel number as it appears on your official records (i.e. pay stub):

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Please give some information about your teaching career:

Please indicate your anticipated separation date:



Please indicate (in years) the amount of classroom teaching experience you have (in any District):

Please indicate your reason for separation:*

Voluntary: Resignation

Voluntary: Promotion/Transfer to a non-teaching position in the District

Involuntary: Probationary

Involuntary: Performance

Involuntary: Reduction in force

Involuntary: Not reappointed or contract expired

Other (includes job abandonment or death), please specify:

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Please indicate to what extent you have accepted employment elsewhere:*

- Accepted another teaching position at a nonpublic school within the District
- Accepted another teaching position within another district in Florida
- Accepted another teaching position outside the State of Florida
- Accepted another position in the field of education within the same district
- Accepted another position in the field of education within another district in Florida
- Accepted another position in the field of education outside the State of Florida
- Accepted a position other than teaching or the field of education within the same county
- Accepted a position other than teaching or the field of education within another county in Florida
- Accepted a position other than teaching or the field of education outside the State of Florida
- Decline to give future employment plans
- Have not accepted other employment

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Thank you, snow white, for completing this survey. Please print, sign and date this page and return to your school's Principal for verification.

Signature

Date

Finish Survey

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