



DAYTONA STATE COLLEGE

STUDENT EMPLOYMENT TERMINATION NOTICE

Student Name: _____

Student ID: _____

This student is no longer employed for the following reasons:

- _____ Graduated
- _____ Obtained a different job
- _____ Transferring departments
- _____ Did not report for work/absences
- _____ Scheduling conflict
- _____ Moved
- _____ Not enrolled for semester
- _____ Other (Please explain below)

His/Her Final Time Sheet will be submitted to Payroll as follows:

Final Date Worked: _____

Pay Period: _____

Dollars Earned: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____

Department: _____

Cost Center Number: _____