



CLAYTON COUNTY PUBLIC SCHOOL SYSTEM
 DIVISION OF HUMAN RESOURCES

EMPLOYEE DEATH NOTIFICATION

Purpose: This form should be used to notify the administration of Clayton County Public Schools of an employee's death to ensure proper notifications and benefits related matters are handled expeditiously.

Instructions: The Principal/Department Head should immediately forward the completed form via email to:

- Chief Human Resources Officer
 - Assistant Superintendent, Chief or Deputy responsible for that area Include "URGENT - Employee Death Notification" in the subject line of email

The Chief Human Resources Officer will notify:

- The Superintendent of Schools who will notify the Board of Education
- Directors of HR and Benefits Manager who will be facilitate family/survivor contact

Name of Deceased Employee		Employee ID#
Position Held	Location	Immediate Supervisor's Name
Date of Notification	Date of Death	Date of Birth
Who Reported the Death		Reporter's Phone Number
Next of Kin Contact Information		
Name		Relationship
Street Address		City, State
State	Zip	Phone number

HR USE ONLY	Date Received:	Date Next of Kin Contacted:	Date Processed:
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