

RELEASE FORM

Full-time and part-time employees who terminate employment at Brazosport College are required to complete a "Release Form." The "Release Form" is found on the "EmployeeInfo" drive.

The "Release Form" is to be completed by the employee and supervisors of designated departments/divisions.

All required signatures must be secured prior to submission to the dean of human resources.

The college president or his/her designee must approve the "Release Form."