



**U.S. Department of Labor**  
 Employment and Training Administration  
 Office of Job Corps

ETA 661  
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## Student Separation

**Purpose of this form:** The form documents a student's separation data including reason for separation, contact information, and activities completed while at JC (e.g., GED, graduated).

### Separate Student

<b>Legal Name</b>		<b>Student ID</b>	
<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Admissions Representative</b>	
<b>Date of Birth</b>			

<b>Address</b>	
<b>Address 1</b>	
<b>Address 2</b>	
<b>City</b>	
<b>State</b>	
<b>Country</b>	
<b>Zip</b>	
<b>Phone</b>	

<b>Final Pay Address</b>	
<b>Address 1</b>	
<b>Address 2</b>	
<b>City</b>	
<b>State</b>	
<b>Country</b>	
<b>Zip</b>	
<b>Phone</b>	
<b>Ext.</b>	

<b>Separation Information</b>	
<b>Projected Separation Date</b>	
<b>Separation Type</b>	
<b>Separation Season</b>	
<b>Readjustment Pay for MSWR</b>	
<b>Recommend to Job Corps</b>	<input type="checkbox"/>
<b>Accept Readmit to Same Center</b>	<input type="checkbox"/>
<b>Eligible for Placement Placer</b>	

<b>Separation Checklist</b>	
<b>Number of Paid Days</b>	
<b>GED Status</b>	
<b>Vocation Completion Status</b>	
<b>Graduate</b>	
<b>Eligible for Placement Service</b>	
<b>Driver's License</b>	
<b>Unpaid Debt Amount</b>	
<b>Last TABE Test Date</b>	

**Paperwork Reduction Act Public Burden Statement:** Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Respondents' obligation to complete this form is required to obtain or retain benefits (P.L. 113-128). Public reporting burden is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate to the U.S. Department of Labor, Division of Adult Services, Room S-4209, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0219). Please do not submit completed forms to this address.