
EXITING EMPLOYEE CHECKLIST

Checklist is completed by the principal (supervisor) of the exiting employee.
Checklist is signed by exiting employee and principal (supervisor).
Checklist is completed prior to the employee's last day of work.
Send the completed signed checklist to Melissa Wallace.

Employee Name: _____

School Location: _____

Position: _____ Last Day of Work: _____

Collect the following items by last day of work:

- _____ Resignation Letter
- _____ Computer
- _____ iPad
- _____ Grade Book
- _____ Grades Completed in Powerschool
- _____ Badge
- _____ Keys
- _____ Cell Phone
- _____ EEF Card
- _____ Teacher Edition
- _____ Asset numbers checked and accounted for

Other: _____

Exiting employee's final paycheck will be held until all items have been returned.

Exiting Employee: _____ Date: _____

Principal (Supervisor): _____ Date: _____