



EMPLOYEE EXIT CHECKLIST

Principals, Immediate Supervisor, or Director Initial below indicating completion of item(s):

Employee Name: _____

- _____ Access/ID Card
- _____ All MSSD keys (e.g., desk, drawers, filing cabinets, doors, vehicle, etc.)
- _____ IT Equipment (e.g., Computers, phones, etc.) Cords/Chargers should be included.
- _____ Grades, Student Data complete/submitted (if applicable)
- _____ Curriculum & Course Materials
- _____ Final Time Sheet (if applicable)
- _____ Reports submitted (if applicable)
- _____ Vehicle/Transportation Equipment (if applicable)
- _____ Tools (if applicable)
- _____ Uniforms (if applicable)
- _____ District Credit/Store Cards (if applicable)
- _____ District Account Clearance (e.g. cafeteria, library, etc.)
- _____ District Resignation or Retirement Notification Form

Employee Signature: _____ Date: _____

Immediate Supervisor/Principal: _____ Date: _____

Final Paycheck will be made available for distribution/pick-up after all items are completed

Office Use Only (Initial and Date)	HR: _____	IT: _____	DoS: _____
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