



**DICKSON COUNTY SCHOOLS
Employee Exit Checklist**

Principal, Immediate Supervisor, or Director Initial below indicating completion:

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

Signatures below indicate Employee Exit Checklist Completed:

Immediate Supervisor/Principal: _____ Date: _____

IT Department: _____ Date: _____

Payroll Department: _____ Date: _____

HR Department: _____ Date: _____

Employee Name (print): _____

Employee Signature: _____ Date: _____

***** Final Paycheck will be available for pick-up after all items are completed. *****

FOR OFFICE USE ONLY

HR _____ Tech _____ Payroll _____ Principal/Supervisor _____