



## ***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 Time Sheet (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 (Initial & date)

HR: \_\_\_\_\_ PR: \_\_\_\_\_ S/P: \_\_\_\_\_ IT: \_\_\_\_\_