

# Tuscumbia City Schools Employee Exit Checklist

Employee Name: \_\_\_\_\_  
(Please print full, legal name) \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_  
(Official documents will be mailed to the address listed)

Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

<b>Supervisor initial for items listed below:</b>	<b>Returned Yes</b>	<b>Returned No</b>	<b>Returned N/A</b>
School/Facility Key(s)/Key Card			
Name/ID Badge			
Technology Devices and Accessories			
Two-way Radio			

TCS Technology Devices (Technology Director will provide a list of all items): \_\_\_\_\_

\_\_\_\_\_

TCS Email Address: \_\_\_\_\_

TCS Email/Internet access deactivation date: \_\_\_\_\_

TCS Office Phone Number: \_\_\_\_\_

TCS Key Card deactivation date: \_\_\_\_\_

**I certify that the information contained herein is true and correct.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_