



Building Exit Form

Name _____

Employee# _____

Date _____

Equipment - Property of MISD

MacBook _____

Laptop _____

I-pad _____



The following steps MUST be followed when an iPad has been turned in:

1. Go to Settings > iCloud > Delete Account. (It will only delete from this one device)
2. Go to Settings > iTunes & App Stores > Tap on Apple ID and a window will pop up. Tap Sign Out.
3. Go to Settings > Wi-Fi > Forget Network for MISD-WiFi
4. Go to Settings > Privacy > Turn off Find My iPad
5. Go to Settings > General > Reset > Erase All Content and Settings

Do NOT let the PERSON LEAVE UNTIL THIS IS DONE.

MAKE SURE ALL OF THE FOLLOWING ARE TURNED IN:

iPad Case USB Cable Charging Block

Athletic Equipment (coaches) _____

Other:

Keys _____

Key Card _____

ID badge _____

I, _____ (supervisor) acknowledge that on _____ (date), _____ (exiting MISD employee) has relinquished all MISD property.

I, _____ agree that I have returned all MISD property to my supervisor.

Notes:

* Notify Robert Arneel (MISD Police) that employee is no longer employed and to deactivate door access card. Completed yes no Initials _____