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

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 _______________

8.30.17