

CHECK-OUT LIST FOR THOSE STAFF MEMBERS LEAVING CCSD#1

Thank you so much for your service in Carbon County School District #1
Three days before your last day of employment you are required to complete the following Check-Out List and return it to your Building Principal/Supervisor who will then forward it on to the Human Resources Department.

We are also requesting all employees leaving the district go to our CCSD#1 website and fill out an Exit Survey. This is located under the Human Resources Tab. There is an Exit Survey for Certified Staff and one for Classified Staff. These Exit Surveys are completely anonymous and confidential. We would greatly appreciate your assistance in providing honest feedback to provide CCSD#1. Again, thank you for your time and hard work in CCSD#1! We wish you well!

_____ Letter of Resignation to Building Principal/Supervisor as well as the Human Resources Department

_____ Keys turned into Building Principal/Supervisor who will then turn them into the Maintenance Director

_____ Technology turned into Building Principal/Supervisor as well as an email to the Technology Director

I understand that I am responsible for completing the above Check-Out List.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

PHONE:
_____ (Home)

_____ (Cell)

NEW ADDRESS IF APPLICABLE:
