

EXIT/LONG TERM LEAVE POLICY AND PROCEDURE**Exit Process Checklist**

Employee _____ Position _____

Building _____ Supervisor _____

Retirement/Resignation/Termination Date _____

- ☐ Return keys and or/security cards
- ☐ Return identification cards/badges
- ☐ Return District credit card
- ☐ Resignation/Retirement form filled out
- ☐ Notify appropriate computer personnel for purposes of computer authorization
- ☐ Return District cell phone
- ☐ Return all parking permits
- ☐ Return Technology items
- ☐ Return all signed out equipment
- ☐ Other _____

Employee Signature/Date Supervisor Signature/Date

Forwarding address: _____

Copy to:

Information Technology

Date sent to/initials_____
Date received/initials

Employee's Personnel File

Date sent to/initials_____
Date received/initials

Security

Date sent to/initials_____
Date received/initials**Approved by the Board of Education:****12/18/14****Revision approved by the Board of Education:****11/15/18**