

Clear Creek Independent School District
Exiting Employee Report

Name: _____ Room No: _____ Location: _____		
Address: _____ City: _____ State: _____ Zip Code: _____		
Phone _____	Cell Phone: _____	

END OF YEAR / EXIT *(Items checked by Supervisor)*

- _____ Grade Verification Sheets
- _____ Attendance sheets / correction forms / verification
- _____ Activity account monies / receipt books / money
- _____ Fine lists / receipts / money collected
- _____ Room Inventory / check for orderly storage
- _____ Laptop and charging adapter
- _____ All non-consumable library, instructional, professional learning, and curriculum resources
- _____ Teacher handbooks / Department notebook
- _____ Monthly absence slips signed
- _____ Summative Evaluation complete
- _____ Keys (in envelope with name, room, and keys identified)
- _____ CCISD badge
- _____ Other _____
(Includes any major inventory items not listed)
- _____ Submission of Employee Exit Survey in Human Resources section of CCISD website
- _____ Submission of Benefits Exit Form in Human Resources section of CCISD website

EXIT *(if employee is exiting, please retain a copy in employee file)*

REASON FOR SEPARATION: *(To be completed by Supervisor)*

_____ IS EMPLOYEE ELIGIBLE FOR REHIRE? YES NO

IF SEPARATION WAS VOLUNTARY, WAS ADVANCED NOTICE GIVEN? _____

Employee Signature

Date

Supervisor Signature

Date