



Department of Human Resources  
Exit Checklist

Employee Name: \_\_\_\_\_ ID# \_\_\_\_\_

Location: \_\_\_\_\_

1. **PRINCIPAL/SUPERVISOR** (Check appropriate space. Write "n/a" if not applicable)

- \_\_\_\_\_ Computer equipment
- \_\_\_\_\_ Office/School Property
- \_\_\_\_\_ Students grades/plan books/ grade books
- \_\_\_\_\_ Lap top return directly to the Technology Services Department
- \_\_\_\_\_ Keys - Office, building, desk, files, microcomputer, etc.
- \_\_\_\_\_ **FOB keys** (Central Office Employees) return directly to Educational Facilities – Telly Byrd
- \_\_\_\_\_ Office equipment (Calculators, typewriters, computers)
- \_\_\_\_\_ Company car/gas card
- \_\_\_\_\_ Manuals, books, facility, handbook
- \_\_\_\_\_ Security card
- \_\_\_\_\_ Employee Photo/ID Card (**MUST BE OBTAINED**)
- \_\_\_\_\_ Car Phone
- \_\_\_\_\_ Uniforms
- \_\_\_\_\_ Other

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/Principal

Exit briefing/out processing checklist completed and signed by:

Employee Signature : \_\_\_\_\_ Date: \_\_\_\_\_