

COLORADO SPRINGS SCHOOL DISTRICT 11				EMPLOYEE EXIT CHECKLIST			
Employee Name:				ID#			
Job Title :				Work Location :			
Last Day of Work: Forwarding address:				Reason for Separation: Voluntary: Retirement Resignation Involuntary			
D11 Property			Y	N	N/A	Supervis or Initials	Comments
1	Keys returned						
2	Laptop computer returned (include ID#)						
3	Name badge returned						
4	Security ID card returned						
5	District cell phone returned						
6	Textbooks/library books returned						
7	Procurement card (P-card) returned						
8	Student/Staff Files/Records returned						
9	Signed Letter of Resignation submitted (Please attach)						
10	District email and voice mail deactivated						
11	Uniforms returned						
12	Other ()						
13	On-line exit interview to be completed once letter from Board of Education is received.						
Signature of Supervisor :				Date:			
Employee Signature:				Date:			

Internal – HR use only

Please send this form as soon as possible to the Human Resources Department and keep a copy for your records. You may also wish to provide a copy to the separating employee, if possible.

	Y N
Employee eligible for rehire	<input type="radio"/> <input type="radio"/>
	Y N
Department/District website updated	<input type="radio"/> <input type="radio"/>

	Y N
Security Notified	<input type="radio"/> <input type="radio"/>
	Y N
Payroll Notified	<input type="radio"/> <input type="radio"/>
	Y N
IT Notified	<input type="radio"/> <input type="radio"/>