

SHELDON I.S.D. EMPLOYEE SEPARATION CHECKLIST

TO BE COMPLETED BY EMPLOYEE

Name _____	Last Workday _____
Position _____ ID# _____	Campus/Dept _____

Forwarding Address _____ _____ _____
Phone _____
Email _____

Check-out Procedures

Where applicable, review and discuss the following items:

☐ Keys ☐ Books ☐ ID ☐ Other equipment/tools ☐ Other _____

Return of district property (Supervisor must contact Secretary to the Chief Operations Officer for inventory items):

☐ Computer ☐ Phone ☐ Other electronic devices

- ☐ Employee exit survey/questionnaire: I have received the information concerning the district's Exit Survey available at www.sheldonisd.com/exitsurvey
- ☐ Portfolio: Please remember to print your personal portfolio from Eduphoria to retain a history of all professional development hours.
- ☐ Request for Service Record: Please go to the Personnel Services webpage and click on the link to request your service record.
- ☐ Update your forwarding address: Please go to the Payroll Department webpage and click on the link to update your address in order to ensure that you receive your W-2 information.
- ☐ Contact the Benefits Specialist at 281-727-2079 to discuss benefits options at the end of coverage.

Signature of Employee

Date

Signature of Supervisor

Date

***After the employee and supervisor have signed off on this form, the supervisor will provide a copy of the signed checklist to the employee. If an employee fails to return all district property, the supervisor must notify the Personnel Services department.**