



Personnel Office  
574 Parkway Street  
Coldwater, MS 38618  
P (662)562-5861 F (662)622-7406  
www.tatecountyschools.org

### EXITING EMPLOYEE CHECKLIST

Checklist is completed by the principal (supervisor) of the exiting employee.  
Checklist is signed by exiting employee and principal (supervisor).  
Checklist is completed prior to the employee's last day of work.  
Send the completed signed checklist to Melissa Wallace.

Employee Name: \_\_\_\_\_

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

Position: \_\_\_\_\_ Last Day of Work: \_\_\_\_\_

**Collect the following items by last day of work:**

- \_\_\_\_\_ Resignation Letter
- \_\_\_\_\_ Computer
- \_\_\_\_\_ iPad or Tablet
- \_\_\_\_\_ Grade Book
- \_\_\_\_\_ Grades Completed in Powerschool
- \_\_\_\_\_ Badge
- \_\_\_\_\_ Keys
- \_\_\_\_\_ Cell Phone (if applicable)
- \_\_\_\_\_ EEF Card
- \_\_\_\_\_ Teacher Edition
- \_\_\_\_\_ Asset numbers checked and accounted for
- \_\_\_\_\_ Other: \_\_\_\_\_

**Items should be returned on the employee's last day or the last day for teachers, whichever comes first.  
Exiting employee's June paycheck and all subsequent paychecks will be held until all items have been returned.**

Exiting Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Principal (Supervisor): \_\_\_\_\_ Date: \_\_\_\_\_