



Employee Entrance/Exit Checklist
(To Be Completed by Employee's Supervisor)

Work Location: _____

ENTRANCE Checklist Please check each box below as items are distributed/completed.	EXIT Checklist Please check each box below as items are returned/completed.
DISTRICT ASSIGNED <input type="checkbox"/> District-wide Master Key #: _____ <input type="checkbox"/> Building Master Key #: _____ <input type="checkbox"/> Electronic Key Card: _____	Master Keys cannot be returned via intra-district mail: <input type="checkbox"/> Hand deliver to Safety & Security NSD Admin Ctr <input type="checkbox"/> Electronic Key Card – Return to Safety & Security at Admin Ctr.
BUILDING/DEPARTMENT ASSIGNED <input type="checkbox"/> ID Badge <input type="checkbox"/> Room Key #: _____ <input type="checkbox"/> Other Keys: _____ <input type="checkbox"/> Cell phone #: _____	To be maintained by Building Administrator <input type="checkbox"/> ID Badge – Supervisor must destroy for exiting employee <input type="checkbox"/> Room Keys (Schools return to school inventory) <input type="checkbox"/> Other Keys (Admin return to Locksmith at Support Svcs) <input type="checkbox"/> Communication devices are to be maintained by the building/department Administrator. If no longer needed, contact Purchasing Dept for instructions
PURCHASING ASSIGNED <input type="checkbox"/> District Purchasing Credit Card	Email Purchasing Manager <input type="checkbox"/> Name of employee (to deactivate card or reassign location). For exiting employees, return card to Purchasing Dept.
TECHNOLOGY ASSIGNED Computer and Peripheral Devices – List Items <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> Employee's Desk/Office Phone Ext: _____	Technology Equipment: <input type="checkbox"/> Return Technology equipment (computer, bag, power adapter with power cord, display adapter & any other items) assigned to your Office Manager or STS. The OM or STS will return to the Technology Department at the Administrative Center. For a complete itemized list of checked out Technology refer to IIQ – https://helpdesk.nsd.org or contact Tech Support at ext. 6688 List NSD Asset Tag (barcode) of returned items: <input type="checkbox"/> _____ <input type="checkbox"/> _____
Is the employee leaving Northshore: <input type="checkbox"/> Yes <input type="checkbox"/> No Or transferring from: _____ And transferring to: _____ Leave of absence: treated as if employee is exiting district. <i>Tech devices should be given to long term substitute.</i>	
Complete below when items are distributed/received: Employee Name (please print): _____ Employee Signature: _____ Date: _____ Supervisor Name (please print): _____ Supervisor Signature: _____ Date: _____	Complete below when items are returned: Employee Name (please print): _____ Employee Signature: _____ Date: _____ Supervisor Name (please print): _____ Supervisor Signature: _____ Date: _____

If the supervisor is unable to obtain the above items upon employee's exit, the supervisor should immediately notify the Safety & Security Director at ext. 7745, so appropriate action can be taken to secure the District's property.

THE COMPLETED CHECKLIST IS TO BE MAINTAINED BY THE SUPERVISOR/ADMINISTRATOR OF THE TRANSFERRING/EXITING EMPLOYEE.