

LENNOX SCHOOL DISTRICT

• 10319 FIRMONA AVE. • LENNOX, CA 90304 • (310) 695-4000
Lennox Web Page: <http://www.lennox.k12.ca.us/>



EMPLOYEE EXIT FORM DISTRICT PROPERTY RETURN

Upon separation of employment, all Lennox School District-owned property must be returned to the site/department secretary. Make arrangements for returning Lennox School District-owned property on or before your last day of employment. Complete and sign the section below upon returning District's property. **Failure to return district property will result in a replacement fee.**

The following items have been returned to the site/department secretary:

☐ Key(s)

☐ Badge

☐ Laptop

☐ Computer mouse

☐ Charger

☐ Uniform(s)

☐ Other: _____

Print Name

Position Held

Employee's Signature

Social Security Number:
XXX - XX- ____

Date

Site/Location

Received by: _____

Date: _____