



Employee Separation Clearance Form

This checklist is designed to support a smooth transition for separating employees and their supervisors by ensuring all necessary steps, documentation, and District processes are completed.

If you have any questions or need assistance during this process, please contact Human Resources.

Employee Name: _____ Separation Date: _____

Employee ID Number: _____ Employee Title: _____

School Site / Dept: _____ Supervisor Name: _____

Items Returned *(Check all that apply)*

☐ ID Badge ☐ Keys

☐ Laptop / Chromebook / iPad

Serial # _____

☐ Charger / Accessories _____

☐ Uniform / Equipment _____

☐ Other: _____

Supervisor Review

☐ GOOGLE DRIVE – Ownership for all Google Drive files/folders has been transferred to the supervisor.

☐ CANVA – Ownership for all Canva items have been transferred to the supervisor or appropriate designee.

☐ EXIT SURVEY – Sent to their personal email address: _____

Notes:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Supervisor: Please provide a copy of the completed form to the employee and send the original to Human Resources within 5 days of the employee's last day of work in the Westminster School District.