



EXITING EMPLOYEE CHECKLIST

Completion of this form is required prior to the distribution of employee's final check.

Employee Name (Last, First) _____
School / Location

____ Employee has completed and submitted a signed Resignation/Notification of Intent to Leave System Employment Form. [Resignation / Retirement Form](#)

____ Employee has collected all personal belongs from the School/Facility.

The following items have been turned in to the Immediate Supervisor

____ Building / Room / Other Keys

____ Technology Equipment checked out to the Employee

____ Passwords for any GCS software or other Technology Resources, including Computers

____ Teachers Editions and other Resource Materials

____ Gradebook and all other Student Record Documents

(NOTE: Additional Technology Information for Exiting Employees is available by clicking [here.](#))

____ Classroom Inventory has been checked/verified (including technology items)

List any missing items: _____

Comments: _____

SIGNATURES

Employee

Administrator / Immediate Supervisor

Date

Date

Send the completed signed form to the Human Resources Office (Dr. David Asbury).