



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.

____ Employee has submitted and had approved (in Professional Learning) all Professional Development activities completed while with the Gadsden City Schools

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: _____

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SIGNATURES

Employee

Administrator / Immediate Supervisor

Date

Date

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