

TATE COUNTY SCHOOL DISTRICT

EXITING EMPLOYEE CHECKLIST

Checklist is completed by the principal (supervisor) of the exiting employee.
Checklist is signed by exiting employee and principal (supervisor).
Checklist is completed prior to the exiting employee's last day of work.
Send the completed signed checklist to Melissa Wallace.

Employee Name: _____

School Location: _____

Position: _____ Last Day of Work: _____

Collect the following Items by Last Day of Work:

_____ Resignation letter. Send copy to Melissa Wallace

_____ Computer

_____ iPad

_____ Grade Book

_____ Badge

_____ Keys

_____ Cell Phone

_____ EEF Card

_____ Teacher Edition Book/Workbook

_____ Other _____

Exiting employee's final paycheck will be held until all items have been returned.

Exiting Employee: _____ Date: _____

Principal (Supervisor): _____ Date: _____