

QUEEN CREEK UNIFIED SCHOOL DISTRICT #95

Employee Exit Checklist

(to be completed by supervisor)

This checklist is to be completed by the supervisor when an employee separates employment with the school district. It should be completed with the employee on their last day of work. Please contact those listed below to return keys, close accounts and remove access. When completed, please return to the Personnel Office for their personnel file.

Employee: _____ Title: _____ Dept: _____

Supervisor: _____ Site: _____

Separation Date: _____ Last day worked: _____

Supervisor Collects and Contacts Lock Shop For List of Current Keys

_____ Return Keys

_____ Door Badges

Supervisor Collects and Contacts Finance Department

_____ Return school district property checked out for home use – computer, modems, printers

Supervisor Contacts IT

_____ Deactivate long distance phone code

_____ Email account removal

_____ File server account removal

_____ Web account removal

Reason for employee leaving: _____

Supervisor Collects and Contacts Purchasing

_____ Return school district communication devices – cell phones, pagers

Supervisor Contacts District Receptionist

_____ Phone Directory update/remove listing

Supervisor Contacts the Appropriate Site Coordinator

_____ Deactivate copy code

_____ SIRS account removal

Supervisor Collects and Returns to Personnel

_____ ID badge

Supervisor's signature Date

Employee's signature Date