



Division of Human Resources

EMPLOYEE EXIT PROPERTY RETURN

L2: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
(please print firmly)

Work Location No: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Job Title: \_\_\_\_\_

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The following checklist is provided to ensure that employees separating from service with the Alachua County Public School District follow all exit procedures and return all District property no later than the end of the last day of employment.

Please check appropriate boxes:

Exit Interview Form completed

Security access to computer system terminated

Property Returned to School/Worksite	
<input type="checkbox"/> Keys: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Computer Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Visual Aids/Software: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Roll Book: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Lesson Plans: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Tools: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<input type="checkbox"/> Uniforms: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Other Items: _____

Administrator/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Computer access will be terminated by Information Resources