Alachua County Public Schools

Division of Human Resources

EMPLOYEE EXIT PROPERTY RETURN

L2:_____   Date:_____

Employee Name:_____   Work Location No:_____
                    (please print firmly)

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	

☐ Keys:
   ☐ Yes   ☐ No   ☐ N/A
	☐ Computer Equipment:
	   ☐ Yes ☐ No ☐ N/A

☐ Visual Aids/Software:
   ☐ Yes   ☐ No   ☐ N/A
	☐ Roll Book:
	   ☐ Yes ☐ No ☐ N/A

☐ Lesson Plans:
   ☐ Yes   ☐ No   ☐ N/A
	☐ Tools:
	   ☐ Yes ☐ No ☐ N/A

☐ Uniforms:
   ☐ Yes   ☐ No   ☐ N/A
	☐ Other Items:
	   _____

Administrator/Supervisor:_____   Date:_____

Employee:_____   Date:_____

   Computer Access will be terminated by Information Resources