



Termination/Release, Resignation, or Voluntary Leave from Employment Checklist

Name: _____ S.S. #: XXX-XX- _____ Date: _____

To be completed by Site Principal or Site Director:

- | | |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Keys returned <input type="checkbox"/> Security notified (alarm codes, etc.) <input type="checkbox"/> Clean out desk or work area <input type="checkbox"/> Laptop returned <input type="checkbox"/> Computer access limited <input type="checkbox"/> Textbook Inventory including teacher resources (i.e. Step Up to Writing Binder) <input type="checkbox"/> District provided training materials returned <input type="checkbox"/> Classroom Inventory Form completed | <ul style="list-style-type: none"> <input type="checkbox"/> Uniforms returned <input type="checkbox"/> Tools/Equipment inventory taken <input type="checkbox"/> Pull Notice Dismissal completed (<i>MOT</i>) <input type="checkbox"/> Log books (Bus drivers only) secured <input type="checkbox"/> DMV Dismissal Form (Bus drivers only) (<i>MOT</i>) <input type="checkbox"/> Credit card(s) returned <input type="checkbox"/> Notice to stop Auto Deposit (<i>Business Office</i>) <input type="checkbox"/> Last paycheck provided to employee or other arrangements provided |
|---|--|

If employee is being **terminated do not leave the employee alone until he/she is off the premises.** Arrange for transportation if the employee has no means of transportation that day.

Signature of Site Principal/Director

Business Office Signature

Date

Date

Personnel Office Follow-up:

Released/Terminated

- ___ Letter to employee regarding release
- ___ Attach form for request for hearing, if applicable
- ___ Board Action – Schedule for next board meeting
- ___ Letter notifying of Board Action
- ___ Remove from District database
- ___ Terminate on TCOE system
- ___ Notify DOJ of termination notice
- ___ Remove I-9 form and file in appropriate binder
- ___ File personnel file in the District File Room

Resigned from Employment

- ___ Received letter of resignation
- ___ Provided Exit Survey
- ___ Notify employee’s Site Principal/Director
- ___ Board Action – Schedule for next board meeting
- ___ Letter notifying of Board Action
- ___ Remove from District database
- ___ Terminate on TCOE system
- ___ Notify DOJ of termination notice
- ___ Remove I-9 form and file in appropriate binder
- ___ File personnel file in the District File Room

End of Temporary Employment

- ___ Remove from District database
- ___ Terminate on TCOE system
- ___ Notify DOJ of termination notice
- ___ Remove I-9 form and file in appropriate binder
- ___ File personnel file in the District File Room