



**Cedar Rapids
Community School District**
Excellence for All

Educational Leadership & Support Center

Exiting Employee Checklist

Checklist is completed by the supervisor of the exiting employee.

Checklist is approved and signed by the Department Manager.

Checklist is completed prior to the exiting employee's last day of scheduled work. Check all that apply.

EMPLOYEE NAME: _____ DEPARTMENT: _____

LAST DAY OF SCHEDULED WORK @ ELSC: _____

TYPE OF DEPARTURE:

___ LEAVING DISTRICT – (i.e. retirement, resignation, termination)

___ TRANSFER to Other DISTRICT FACILITY (new District location _____)

Supervisor will complete checklist and collect Items from Exiting Employee, where applicable:

___ ID Badge

___ All Keys (office, building, conference room, desk, cabinets, other)

___ Business Cards

___ Nameplate

___ P-Card

___ District Issued Equipment (i.e. Cell Phone/Pager/Computer/Laptop/Tablet/Power Cords/Chargers)

___ Uniform

___ Tools

___ Clean work area and remove personal belongings

___ Complete on-line Exit Survey (located on District Intranet)

___ Other Items _____

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ACCESS INFORMATION:

- Disable building access – ID Badge/Burglar Alarm Code
- Close computer access
- Disable/Change/Transfer Phone Extension
- Change Voice Mail message (where to direct phone calls)
- Disable long distance access code
- Disable email account/Remove employee's name from:
 - email groups lists
 - distribution lists
 - internal office phone lists
 - website
 - building directory
- Disable PowerSchool account
- Disable BSO Account
- Disable security codes, as necessary
- Disable Grant Wood Internet Application Access
- Disable GWAEA Business Applications Account
- Disable Time Clock Manager Access
- Disable SEMS Access
- Disable School Stream Access
- Change office mailbox

Employee Signature: _____ Date: _____

Form Completed by: _____ Date: _____
Department Supervisor

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Approved by: _____ Date: _____
Department Manager

Completed checklist is sent to the Building Manager with
copies to: Accounting, Benefits/Payroll, Human Resources, Mail Room, Purchasing, Technology