

Employee/Supervisor Exit Checklist		
Checklist Items	*Initials	Date
Employee Name: _____ PID# _____	Enter "NA" if not applicable	
Equipment/Materials		
Laptop/Tablets: returned with all ancillary items (charger, carrying case, docking station), personal/confidential data removed or hard drive cleansed		
District Provided Cell phone: returned with ancillary equipment, personal confidential data removed, personal call reimbursement complete or arrangements made for payment. Notify the Purchasing Director to terminate cell phone and TIS Help Desk - helpdesk@leonschools.net to electronically remove sensitive apps/data from phone.		
Personal Cell Phone: Removal of District provided apps from cell phone. (If need assistance contact site Techcon or TIS Help Desk - helpdesk@leonschools.net)		
Other (specify): Books or other equipment/related items.		
Security		
Keys: retrieve room/building/master keys.		
Security Fobs: YES or NO? (If Yes, email Security Center District - Sss.dsc@leonschools.net to have fob deleted)		
Finance/Personnel System/Student Information System Accounts: notify Security Administrator using the Skyward and/or FOCUS request forms on liquid office (If need assistance contact TIS Security - TISSecurity@leonschools.net)		
Building Access Code: disabled		
Security Badge: turn in (if Termination or Retirement)		
Techcon must remove user from distribution lists and all Groups.		
Email		
Forwarded: If required forward email to supervisor or designee and set Out of Office Assistant in MS Outlook. (If need assistance contact site Techcon or TIS Help Desk - helpdesk@leonschools.net)		
Documents or Files		
Network files: If supervisor requires access to files on OneDrive, they must contact site Techcon or TIS Help Desk - helpdesk@leonschools.net		
Work-in-progress: identified to supervisor or designee/replacement, receipts, collections, receipt book, etc.		
Other:		
District Purchasing Card		
Card: card returned to Purchasing; outstanding receipts identified & provided to Purchasing		
Employee Signature:	Date:	
Supervisor Signature:	Date:	

**Note: The immediate supervisor is responsible for ensuring that all employee exit requirements have been met. Recommend each site keeps their completed checklists on file for the remainder of the school year.*