



Administration Building
 408 South Carroll Avenue
 Michigan City, Indiana 46360
 (219) 873-2000

Checklist for Employees Leaving the District

This form is to be completed by the immediate supervisor of any employee leaving the District. Once the form is complete and signed by both parties it should be returned to Personnel.

Date: _____ **Employee Name:** _____

Building: _____ **Room No.** _____

Reason for Leaving:	Position Closed	Reduction in Force
Retirement/Resignation	Position Posted _____	
	New Hire Name (if known)	

Technology – All technology items will be picked up by Technology. Please check all that apply:

- | | | |
|-------------------------------------|------------------------------|---|
| Cell Phone and accessories | <input type="checkbox"/> Yes | <input type="checkbox"/> Does Not Apply |
| Lap Top/Chrome Book and accessories | <input type="checkbox"/> Yes | <input type="checkbox"/> Does Not Apply |
| Ipad/Tablet and accessories | <input type="checkbox"/> Yes | <input type="checkbox"/> Does Not Apply |

School Corporation ID - Return to personnel Yes Does Not Apply

Uniforms Yes Does Not Apply

Keys (Building, room, file cabinets/FOB) – If the position is closed or is a reduction in force return these items to Support Services, Attention Linda Jones. If the position will be filled by a replacement you may hold onto these items to give to the new hire. If the new hired employee has not been identified (above), notify personnel once the person has been identified and personnel will contact Support Services with the information.

List all keys that are collected: _____

Other MCAS Property (i.e., cameras, test kits): _____

Manager's Signature: _____

Employee's Signature: _____

Forward completed form to: Personnel

For Personnel Use Only

Technology Department _____
Date

Support Services _____
Date