

**PARMA CITY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

**Supervisor/Principal Checklist for Certificated/Licensed Staff
Who are Leaving the District**

Below is a checklist of items to review with all certificated/licensed employees leaving the District:

- _____ Keys collected

- _____ Collected Employee Handbook

- _____ Collected Curriculum/Resource Materials

- _____ Computer turned in and accounted for - location _____

- _____ Other District-purchased supplies and equipment accounted for

- _____ Cell phone turned in (# _____ Send to Kathy O./DIS along with paperwork indicating to whom the cell phone was issued.)

- _____ District-purchased technology (including T2P2 purchases less than 4 years old) (Send to Kathy O./DIS along with paperwork indicating to whom the T2P2 was issued.)

- _____ Voicemail cleared out (# ext. _____ Notify Mike Hartenstein/DIS via email.)

- _____ Network access removed (Notify Mike Hartenstein/DIS via email.)

- _____ ID Badge/Security Access returned (Send to Dale Hallman/Safety & Security x2495)

- _____ Parking permit returned

- _____ Withhold paycheck if all items not returned

Comments: _____

Employee Name: _____ Location: _____

Supervisor/Principal: _____ Date: _____