

**PARMA CITY SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT**

**Supervisor/Principal Checklist for Certificated/Licensed Employees  
Who are Transferring to Another Building**

Below is a checklist of items to review with all employees transferring to another building:

- \_\_\_\_\_ 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 indicated 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)
- \_\_\_\_\_ Withhold paycheck if all items not returned

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Name: \_\_\_\_\_ Location: \_\_\_\_\_

Supervisor/Principal: \_\_\_\_\_ Date: \_\_\_\_\_