

**PARMA CITY SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

**Supervisor/Principal Checklist for Classified 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.)
- _____ 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: _____