

# School Staff Termination Checklist

Staff Name	Position
Department	Termination Date
Supervisor	Employee ID

Items to Collect/Return

✓	Item	Notes
	School ID Badge	
	Keys (classrooms, offices, cabinets, etc.)	
	Laptop/Tablet	
	Mobile Phone	
	Uniforms/School Apparel	
	Instructional Materials (books, curriculum, etc.)	
	School Credit Cards	
	Other (specify)	

Account & Access Termination

✓	Account/Access	Notes
	Email Account Disabled	
	Learning Management System Access Removed	
	Network/Server Access Disabled	
	HR/Payroll System Access Disabled	
	Other Systems (specify)	

HR/Administrative Items

✓	Task	Notes
	Exit Interview Conducted	
	Final Timesheet Submitted	
	Final Pay Arranged	
	Benefits Information Provided	
	Forwarding Address Collected	
	Other (specify)	

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Supervisor Signature

Staff Signature \_\_\_\_\_