



**DIVISION OF HUMAN RESOURCES  
EMPLOYEE EXIT PROPERTY RETURN**

L2: \_\_\_\_\_

Date: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_ Work Location No: \_\_\_\_\_  
(please print firmly)

Employee ID No: \_\_\_\_\_ Job Title: \_\_\_\_\_

The following checklist is provided to ensure that employees separating from service with the Alachua County Public School District follow all exit procedures and return all District property no later than the end of the last day of employment.

Please check appropriate boxes below:

- Exit Interview Form completed
- Security access to computer system terminated\*

PROPERTY RETURNED TO SCHOOL/WORKSITE					
<input type="checkbox"/> Keys:	Yes [ ]	No [ ]	N/A [ ]	<input type="checkbox"/> Computer Equipment:	Yes [ ] No [ ] N/A [ ]
<input type="checkbox"/> Visual Aids/Software:	Yes [ ]	No [ ]	N/A [ ]	<input type="checkbox"/> Roll Book:	Yes [ ] No [ ] N/A [ ]
<input type="checkbox"/> Lesson Plans:	Yes [ ]	No [ ]	N/A [ ]	<input type="checkbox"/> Tools:	Yes [ ] No [ ] N/A [ ]
<input type="checkbox"/> Uniforms:	Yes [ ]	No [ ]	N/A [ ]	<input type="checkbox"/> Other Items:	_____

**SIGNATURES**

Administrator/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

\* Computer access will be terminated by Information Resources