



Exit Checklist

Instructions	<p>In order to complete the departure process from Fayetteville Public Schools, you must complete this Exit Checklist with your Supervisor and turn the completed form in to them on your last day of employment. These steps are required prior to your final paycheck being processed.</p> <p>Supervisor: Once the checklist is complete and signed, please scan and email the checklist to exit@fayar.net in order to complete the Exit Process.</p>
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Your Name		Facility: _____
Your Forwarding Address		Last Day Worked: _____

Asset Retrieval	<p>The following Fayetteville Public School assets must be returned to your supervisor. This list may not contain all district owned items that might be in your possession, but all items must be returned at this time.</p> <ul style="list-style-type: none"> • Place a check mark by the FPS assets that apply to you. By doing so you are testifying that all FPS issued property has been returned to your supervisor. <table style="width: 100%; border: none;"> <tr> <td>___ Resignation Letter</td> <td>___ Supply / filing cabinet keys</td> <td>___ ID Badge</td> </tr> <tr> <td>___ Laptop Computer & Accessories</td> <td>___ Vehicle / keys</td> <td>___ Uniforms</td> </tr> <tr> <td>___ Cellular phone</td> <td>___ Office keys</td> <td>___ Tools</td> </tr> <tr> <td>___ Tablet (iPad)</td> <td>___ Furniture / desk keys</td> <td></td> </tr> <tr> <td>___ Building keys</td> <td>___ P-Card</td> <td></td> </tr> </table>	___ Resignation Letter	___ Supply / filing cabinet keys	___ ID Badge	___ Laptop Computer & Accessories	___ Vehicle / keys	___ Uniforms	___ Cellular phone	___ Office keys	___ Tools	___ Tablet (iPad)	___ Furniture / desk keys		___ Building keys	___ P-Card	
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Supervisor Approval	<p>Your supervisor must complete the section below. Place a check in each of the three boxes when complete.</p> <p><input type="checkbox"/> Departing Staff has returned all District assets that are applicable (see list above).</p> <p><input type="checkbox"/> Supervisor has sent Human Resources a copy of the resignation letter.</p> <p><input type="checkbox"/> Supervisor has scanned/emailed this completed Checklist to exit@fayar.net.</p> <p><input type="checkbox"/> Supervisor turns in all electronics to the Client Services Department.</p>															

Your Signature*

Date

Your Supervisors Signature

Date

*Your signature certifies that all FPS property has been turned in and received.