

Name _____

Date _____

Forwarding Address: _____

Telephone #: _____

Benton School District Check-Out Form

Please make sure that any employee (licensed or classified) who will not be returning to your building for any reason (retirement, resignation, transfer, etc.) turns in to you the following items:

Item	Yes	No	NA
Keys/Entry Scan Cards			
Grades/Grade Book			
Completed Report Card for K-2			
Teacher Handbook			
Fines/Textbook Monies/Meal Charges			
Attendance Book			
Teacher's Edition Textbook(s), including electronic discs.			
Assessment Notebook Information for AIP students			
Any Electronic Device Issued (I Pad, Laptop, Cell Phone, Flip Cameras, Cameras, etc.			
Walk-through of classroom/office with administrator			
Inventory Form			
Work Order for any needed room repairs			
Clearance from District Business Office			
District Credit Cards			
Other: _____			

Employee

Administrator

*Please turn this form into the Personnel Office so that it can be placed in the employee's personnel folder.