

Clear Creek Independent School District
Exiting Employee Report

Name: _____	Room No: _____	Location: _____
Address: _____	City: _____	State: _____ Zip Code: _____
Phone _____	Cell Phone _____ - _____	

END OF YEAR / EXIT *(Items checked by Supervisor)*

- ___ Grade Verification
- ___ Attendance Verification/Correction Forms
- ___ Activity account monies / receipt books / money
- ___ Fine lists / receipts / money collected
- ___ Room Inventory / check for orderly storage
- ___ Laptop and charging adapter
- ___ All non-consumable library, instructional, professional learning, and curriculum resources
- ___ Teacher handbooks / Department notebook
- ___ Monthly absence slips signed
- ___ Summative Evaluation complete
- ___ Keys (in envelope with name, room, and keys identified)
- ___ Fine Arts/CATE Materials checked in (if applicable)
- ___ CCISD badge
- ___ Other _____
(Includes any major inventory items not listed)
- ___ Submission of Employee Exit Survey in Human Resources section of CCISD website
- ___ Submission of Exit Benefits and Payroll Form in TalentEd (End of school Year terms only)

EXIT *(Please retain a copy in campus employee file)*

REASON FOR SEPARATION: *(To be completed by Supervisor)*

IF SEPARATION WAS VOLUNTARY, WAS ADVANCED NOTICE GIVEN? _____

Employee Signature

Date

Supervisor Signature

Date