



GARFIELD HEIGHTS CITY SCHOOLS
Exiting Employees

In order to receive your final payroll deposit, please make sure you return all of the Garfield Heights City Schools property that is listed below:

Name: _____ Building: _____

Position: _____ Last Date of Employment: _____

- _____ Resignation Letter (Hard Copy with Signature Required)
- _____ Identification Badge
- _____ Grades; Lesson Plans; etc.
- _____ Keys
- _____ Uniforms
- _____ Equipment: _____
- _____ Other School Property (Please list below)
- _____
- _____

At the conclusion of an individual's employment (whether through resignation, nonrenewal or termination), the employee is responsible for verifying all public records, student records, and subjects to a Litigation Hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT staff is available to assist in this process. Once information is transferred the employee is required to delete the records from the personal PCD.

Employee Signature _____
Date

Administrator Signature _____
Date

For Office Use Only:

Deactivate the following:

- _____ E-Mail
- _____ Voice Mail
- _____ PD Express (Inactive)
- _____ Alert Now
- _____ Staff Directory
- _____ Other (Please list below)

BOE Date: _____