



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: _____