

Exit Process for Central Office Employees, District-Level Employees, and Building Administrators

The following exit procedures must be followed by all central office employees, district-level employees, and building administrators upon the written notice of resignation, retirement, or separation from the Canton Public School District.

1. Submit a letter of resignation to your immediate supervisor and Human Resources.
2. Complete the Separation Request Form. A link to this form can be found here: <http://www.cantonschools.net/Page/145>
3. Complete the Exit Survey with the Office of Human Resources.
4. Return the following items, if applicable, to your immediate supervisor: employee ID badge, district equipment, electronic devices, building and office keys, and all other district owned materials.
5. Obtain signatures on the Exit Checklist Form and return it to the Director of Accountability no later than the last day of employment. Call or email the Director of Accountability to arrange an appointment. **This form must be submitted directly to the Director of Accountability.**
6. Please note that failure to comply with these processes and procedures may result in a delay of your final paycheck from Canton Public School District. **Final paychecks will not be direct deposited.**

EMPLOYEE EXIT CHECKLIST

Employee _____ Department _____

Anticipated Last Date of Employment _____

Department Supervisor

- ☐ Resignation letter received
- ☐ District ID received
- ☐ Office and building keys received
- ☐ All electronic devices received (all passwords removed)
- ☐ All equipment received

Supervisor's Signature _____ Date _____

Human Resources

- ☐ Resignation letter received
- ☐ Separation request form completed and approved by the Canton Public School District's Board of Trustees
- ☐ Exit survey completed

Human Resources Director's Signature _____ Date _____

Business Office

- ☐ All financial obligations cleared

Business Manager's Signature _____ Date _____

Exit Checklist Received:

Director of Accountability's Signature _____ Date _____

**Failure to submit this form may result in a delay of the employee's final paycheck. Final paychecks will not be direct deposited.*

(To be filed in the Office of Human Resources)