

**GLADEWATER ISD**  
**EMPLOYEE SEPARATION CHECKLIST**

<b>Name</b> _____ <b>Position</b> _____	<b>Last Workday</b> _____ <b>Campus/Dept</b> _____
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<b>Forwarding Address</b>	_____
	_____
<b>Phone</b>	_____
<b>Email</b>	_____

**Check-out Procedures**

Where applicable, review and discuss the following items:

Return of district property

- |                                |   |  |   |
|--------------------------------|---|--|---|
| <input type="checkbox"/> Keys  | <input type="checkbox"/> Computer         | <input type="checkbox"/> Phone                 | <input type="checkbox"/> Other electronic devices |
| <input type="checkbox"/> Books | <input type="checkbox"/> Security Card/ID | <input type="checkbox"/> Other equipment/tools | <input type="checkbox"/> Other _____              |

- Continuation of health and other insurance
- Authorization for release of employment information
- Notification to court and recipient of child or spousal support
- Delivery of last paycheck
  - Provided at exit interview
  - Mailed/direct deposit after termination date
- Request to have voicemail, e-mail, and network access disabled
- Unsubscribe to individual's criminal history information in DPS database (FACT)
- Employee exit survey/questionnaire

**Comments:**

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Interviewed by

\_\_\_\_\_  
Date