

RESIGNATION OF PROFESSIONAL STAFF MEMBERS
(Checklist Following Termination or Resignation of Employment)

- District has conducted exit interview.
Date Conducted: _____
By Whom: _____
- Employee has returned keys, and other district property.
- Employee has returned gradebooks.
- District has returned teaching certificates.
- Employee has received Consolidated Omnibus Budget Reconciliation Act (COBRA) information.
- District has paid vacation, other leave benefits paid.
- District has notified payroll department.
- District has issued last paycheck.

Superintendent or Designee's Signature

Date

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Note: *The reader is encouraged to review policies and/or procedures for related information in this administrative area.*

Implemented: March 19, 2008

Revised:

Boonville R-I School District, Boonville, Missouri