

JACKSON PUBLIC SCHOOLS

Exit Checklist

PLEASE TYPE

EXITING EMPLOYEE NAME:

(LAST)

(FIRST)

(MIDDLE)

FORWARDING ADDRESS:

(STREET)

(CITY)

(ZIP)

(PHONE NUMBER)

(NON-DISTRICT EMAIL ADDRESS)

LAST WORK DAY:

EXIT SURVEY CODE:

This checklist is designed to assist JPS employees in meeting exit requirements when transferring, separating, or retiring. Employees should annotate any item that is not applicable as "N/A." Turn in the completed checklist to your supervisor who will forward it to the Assistant Superintendent, the Business Office, and the Office of Human Resources.

JPS has developed an exit survey to study the reasons why employees leave the district voluntarily. It is requested that you complete a brief voluntary survey, which can be found on the JPS Intranet page. Once the survey has been completed, record the survey code on the Exit Checklist.

I, _____, have cleared all activities indicated, turned in all property, and documents for which I am responsible.

ACTIVITY	SCHOOL/DEPARTMENT	SCHOOL ADMINISTRATOR/DIRECTOR SIGNATURE & DATE
Turn in I.D. badge/scan card	School Administrator/Director	
Turn in fixed asset equipment	School Administrator/Director	
Turn in uniform and tools	School Administrator/Director	
Turn in office keys	School Administrator/Director	
Turn in EEF card (If Applicable)	School Administrator/Director	
Completed Resignation/Termination Packet	Assistant Superintendent/Exec. Director	
Received Resignation/Termination Packet	Business Office	
Exit Checklist	Human Resources	
Disable JPS email account Date:	Information Technology Executive Director	
Employee Exit Survey	Human Resources Director of Recruitment (601) 985-3159	