

# REFERENCE COPY

FILE: GDPB-AF  
Basic

## RESIGNATION OF SUPPORT 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

\* \* \* \* \*

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

Implemented:

Clinton School District #124, Clinton, Missouri

**EXPLANATION: This is a new form for district consideration.**

