

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

Date Conducted: _____ By Whom: _____

- Exit Interview
- Returned Keys, and other district property
- Gradebooks
- Return teaching certificates
- Received Consolidated Omnibus Budget Reconciliation Act (COBRA) Information
- Vacation, other leave benefits paid
- Payroll Notified
- 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: 12/21/2004

Clinton School District #124, Clinton, Missouri