



FAYETTEVILLE PUBLIC SCHOOLS

Since 1871

Exit Checklist

In order to complete the departure process from Fayetteville Public Schools, you must complete this Exit Checklist with your Supervisor and turn the completed form in to them on your last day of employment. These steps are required prior to your final paycheck being processed.

Supervisor: Once the checklist is complete and signed, please scan and email the checklist to exit@favar.net in order to complete the Exit Process. **ALL KEYS MUST BE TURNED IN TO MAINTENANCE**

Facility: _____

Last Day Worked: _____

The following Fayetteville Public School assets must be returned to your supervisor. This list may not contain all district owned items that might be in your possession, but all items must be returned at this time.

- **Place a check mark by the FPS assets that apply to you. By doing so you are testifying that all FPS issued property has been returned to your supervisor.**

___ Resignation Letter	___ Supply / filing cabinet keys	___ ID Badge
___ Laptop Computer & Accessories	___ Vehicle / keys (Turned into maintenance)	___ Uniforms
___ Cellular phone	___ Office keys (Turned into Maint.)	___ Tools
___ Tablet (iPad)	___ Furniture / desk keys	
___ Building keys (Turned into Maint.)	___ P-Card	

Your supervisor must complete the section below. Place a check in each of the three boxes when complete.

- ☐ Departing Staff has returned all District assets that are applicable (see list above).
- ☐ Supervisor has sent Human Resources a copy of the resignation letter.
- ☐ Supervisor has scanned/emailed this completed Checklist to exit@favar.net.
- ☐ Supervisor turns in all electronics to the Client Services Department.

Your Signature*

Date

Your Supervisors Signature

Date

*Your signature certifies that all FPS property has been turned in and received.