

**CLOVIS MUNICIPAL SCHOOLS – EMPLOYEE FINAL CHECKOUT FORM**



**EMPLOYEE:** \_\_\_\_\_ **SITE:** \_\_\_\_\_ **SUPERVISOR:** \_\_\_\_\_

<i>Individual(s) responsible for checkout of each item. Insert "N/A" if not applicable.</i>	<i>Initial once each item is complete.</i>	<i>Please manage your final checkout in the order listed below.</i>	
a. b. c. d. e.  f. g. h. i. j.	a. _____ b. _____ c. _____ d. _____ e. _____  f. _____ g. _____ h. _____ i. _____ j. _____	<b>1. SITE CHECKOUT</b> a. Personal items removed from classroom/office b. Teacher materials and/or professional materials returned c. Grades current in Skyward as per District requirements d. Cum folders/Next Step Plans updated per District requirements e. Student data <ul style="list-style-type: none"> <li>o Assessments administered/scored/recorded per District requirements</li> <li>o Data analysis worksheets completed per Site requirements</li> </ul> f. Student fine list submitted for any fines NOT YET COLLECTED g. Inventory forms completed h. Keys returned i. Clearance received from Finance Secretary j. Technology Equipment inventoried ___Projector Adapter ___Projector Remote ___Projector Pen ___iPAD ___Apple TV Remote ___Battery Charger	<i>For use by Clovis Municipal Schools Human Resources Department only:</i>  <b>Date Received:</b> _____  <b>Aesop Inactivation:</b> _____  <b>Skyward Inactivation:</b> _____
Technician	_____	<b>2. TECHNOLOGY BUILDING CHECKOUT – 201 E. 21<sup>ST</sup> Street</b> <ul style="list-style-type: none"> <li>o Laptop</li> <li>o AC Cord</li> </ul>	_____
SSC Administrator or Designee	_____	<b>3. (SPED EMPLOYEES) STUDENT SUPPORT CENTER – 1600 Sutter Place</b> <ul style="list-style-type: none"> <li>o Caseload IEPs turned in</li> <li>o Monitor Logs turned in</li> <li>o Completed Progress Reports turned in</li> <li>o SPED-issued technology returned</li> </ul>	<b>Teachscape Archive:</b> _____
Secretary IRC  Executive Secretary Finance  Secretary Technology  Records Clerk Human Resources	_____  _____  _____  _____	<b>4. CENTRAL OFFICE CHECKOUT – 1009 Main Street</b> <b>INSTRUCTIONAL RESOURCE CENTER (IRC)</b> <ul style="list-style-type: none"> <li>o Submit money/books/equipment due</li> </ul> <b>FINANCE DEPARTMENT</b> <ul style="list-style-type: none"> <li>o Purchasing Card returned</li> <li>o Payroll/Benefits clearance received</li> </ul> <b>TECHNOLOGY DEPARTMENT</b> <ul style="list-style-type: none"> <li>o District ID Badge return</li> <li>o Exit Survey completed</li> <li>o Parent Skyward access granted</li> </ul> <b>HUMAN RESOURCES DEPARTMENT</b> <ul style="list-style-type: none"> <li>o Forwarding information received</li> <li>o Reference request form completed</li> </ul>	<b>NOTES:</b>          