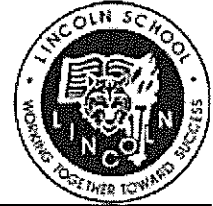


EDUCATIONAL SUPPORT PERSONNEL Resignation/Release Processing



Prior to receiving your final paycheck, this form must be completed, approved by the building principal, and submitted to the payroll specialist.

Name		Date Initiated	
Position		Last Workday	
Signature		Final Payroll	

Principal Signature		Date	
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Items returned

All items purchased with district funds must remain in the classroom.

Item Description	Date	Admin or Designee
Laptop / tablet		
Keys		

Access Account Removal

System	Date	System Admin
PowerSchool (access & status)		
Google Apps (including email)		
Keycard		
iVision		

ADOPTED: June 23, 2014