

Cumberland County Schools Employee Exiting Procedures

Highlighted items must be returned to Technology

Employee: _____ Employee ID# _____

School or Office: _____

Date of Last Day of Employment at above school/office: _____

I have turned-in the following items to appropriate administration:

___ Keys ___ Cell Phone ___ CCS ID Badge ___ **Laptop (with charger)** - **FA#** _____

___ **iPad (with charger)** and **Apple Pen** (Passcode disabled, Find my iPad/iCloud disabled, Apple ID signed out, Reset to factory defaults). **These steps MUST be completed before items are returned.**

___ **iPhone (with charger)** (Passcode disabled, Find my iPad/iCloud disabled, Apple ID signed out, Reset to factory defaults). **These steps MUST be completed before items are returned.**

___ I would like my Google Drive contents transferred to the following employee, _____ so documents that I created and shared with staff will not be lost.

My signature indicates that I have not removed any equipment, materials, nor have I deleted any electronic files that belong to the school named above or the school system. This includes files created by me for the school's purpose. I understand that my CCS G Suite for Education account will be disabled and deleted. I also attest I have closed out all obligations to include but not limited to Financial Records, Evaluations, etc. due at this time.

Employee's Signature *Position* *Date*

I attest that the above information is correct and that I have notified the Technology Department by e-mail, at chrisyoung@ccs.k12.nc.us, or by fax at 678-2530, to remove the above name from the login system and e-mail:

Signature of Person Completing Form *Position* *Date*

Central Services Offices: Fax to Human Resources at 678-2344

C: Employee's Personnel File