

For Non-Returning Staff

Please fill out this form if you will NOT be returning in the fall.

Name: _____

- I have turned in any reimbursement forms to Jan (mileage, etc)
- I have completed all paperwork (including progress reports, student lists, etc)
- I submitted the inventory list of my ESU 17-owned supplies to Stephanie Fling
- My Google calendar is up-to-date and accurate
- My absence reports are completed and match my Google calendar.
- I have turned in my keys to Stephanie Fling
- I have paid for any devices that I am keeping.
- I acknowledge my email account will be shut off in 90 days.
- I left an updated address and phone number with Jan (for tax forms, etc.)
- I have completed my responsibilities as stated in my contract with ESU #17.

Signed

Date

For Internal Use Only

- Remove Individual Profile – Maximus
- Update Fairbanks Participant List
- Update Staff Contact Information
- Update Electronics Inventory
- email account shut-off request
- keys received _____

Check-out completed by: _____