

Returning Staff Check-Out List

Name _____

May, 2019

- 1 Forms turned in to Jan for Reimbursement (mileage, etc)
- 2 Paperwork completed (including: progress reports, IEPs, MDTs, etc)
Turn in a basic inventory list to Stephanie Fling (to include test kits, therapy items,
- 3 electronics, and accessories)
- 4 Requisition(s) turned in for any test protocols that need to be ordered
- 5 Google Calendar up-to-date and accurate
- 6 Absence Reports completed
- 7 Signed and returned contract for next school year (and summer, if applicable)

Please Initial _____

Non-Returning Staff Check-Out List

Name _____

May, 2019

- 1 Turn in Keys to Stephanie Fling
- 2 Pay for any electronics and accessories OR
- 3 Turn in electronic devices and accessories
- 4 I acknowledge my email account will be shut off in 90 days _____ (initial)
- 5 Turn in mileage/reimbursement forms
- 6 Paperwork completed (IEPs, MDTs, Progress Reports, etc)
- 7 Google Calendar up-to-date and accurate
- 8 Update Inventory List and turn in to Stephanie Fling. List location of items in Inventory.
- 9 Make sure address and phone number are left with Jan
- 10 Absence reports submitted

Please Initial _____

For Administrative Use Only

_____ Remove Individual Profile - Maximus

_____ Update Fairbanks Participant List

_____ Update Staff Contact Information

_____ Update Electronics Inventory

_____ e-mail account shut-off request