

# 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 Marit (mileage, etc)
- I have completed all paperwork (including progress reports, IEPs, MDTs, etc)
- I submitted the inventory list of my ESU 17-owned supplies to Dawn Pierce
- 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 Dawn Pierce
- 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 Marit for tax forms, insurance,
- etc. I have completed my responsibilities as stated in my contract with ESU #17.
- If I provided services in a licensed Daycare/s, they are listed below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\*\*\*\*\*

### For Internal Use Only

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

Check-out completed by: \_\_\_\_\_