

McNeese State University
EXIT CHECKOUT FORM
Teaching Graduate Assistants

Please complete and return the Exit Checkout Form to Student Employment in Smith Hall, Room 104A, Box 90815, or fax to Ext. 4135.

Name: _____

Forwarding Address: _____

City: _____ State: _____ Zip: _____

(Note: W-2 will be mailed to the forwarding address)

Employee Type: Teaching Graduate Assistant

The following checklist must be completed prior to your employee leaving the University.

<p>DEPARTMENT/OFFICE: _____</p> <p>_____ Office/desk inventory checked</p> <p>_____ All directories and files cleared from office computer</p> <p>_____ Personal property removed from office</p> <p>_____ Procedure and software manuals, etc. returned</p> <p>_____ Non-office workspace (lab, workroom, etc.) is clean and in order</p> <p>_____ Filing cabinet and/or desk keys returned</p> <p>_____ Departmental post office keys returned</p> <p>_____ Building/Office keys returned</p> <p>_____ Test in order</p> <p>_____ Desk copies of text returned</p> <p>_____ Grades submitted to Registrar's Office and/or Department Head</p> <p>_____ Explanation of how final grade was derived submitted to Department Head</p> <p>_____ Attendance records submitted to Department Head</p> <p>_____ Arrangements made for students with incomplete grades</p> <p>_____ Final report/paperwork submitted to Research Services if grant PI</p> <p>_____ Other property: _____</p> <p>Authorized Department Signature: _____</p>
--