



Highland Park Independent School District
7015 Westchester Drive · Dallas, Texas 75205 · (214) 780-3000

EMPLOYEE CHECKOUT FORM

All employees are required to complete this form and return to their Campus Principal or Supervisor no later than the last day of employment with Highland Park ISD. Personnel records will not be released until you are cleared by your Campus Principal or Supervisor of all items listed below.

Employee Information

Employee name
(Legal name)

Employee ID
(Available in Employee Access)

Campus

Position

Last work date [End date]

District/Campus Items (This section is to be completed by Campus Principal or Supervisor.)

Items (if applicable)

Returned/Submitted Date

Signature

ID Badge (\$25 fee for lost badges) (Principal/Supervisor return badge to Personnel)

Laptop / iPad

Keys (Doors/File Cabinets)

Final Timesheet

Credit Cards / Gas Cards

Instructional Materials / Books

Monetary gift/grant equipment/items

Uniforms

Additional Items

Comments

Required Signatures

Employee

Date

Campus Principal or Supervisor

Date

UPON COMPLETION, THIS FORM MUST BE SUBMITTED TO THE PERSONNEL DEPARTMENT ALONG WITH EMPLOYEE'S ID BADGE.