

Date: \_\_\_\_\_

As part of our employee exit procedure, we want to be sure that we agree with the following. Please initial in each area:

\_\_\_\_ I have returned to my supervisor, or a designate, all property belonging to the school district. I am leaving this employment with no property belonging to the (School District). If applicable, this includes the computer or classroom equipment that was loaned to you through the State's 2001-2002 TTI program.

\_\_\_\_ I have returned my building keys to \_\_\_\_\_.

\_\_\_\_ I have received, read and understand the letter from (School District), which informs me of the optional COBRA Plan.

\_\_\_\_ I do not expect to apply for COBRA coverage.

\_\_\_\_ I expect to apply for COBRA coverage.

\_\_\_\_ I agree to the following terms (if any):

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

\_\_\_\_ Any comments you wish to make?

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

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Interviewer