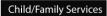


Tom Changnon, Superintendent 1324 Celeste Drive • Modesto, CA 95355 • (209) 238-6300 • FAX (209) 238-6499

## STAFF EXIT CHECKLIST

NAME TITLE SUPERVISOR				SITE								
							SCOE PI	ROPERT	Y RETURNE	D TO HR:		
							YES □ N/A □ Employee Bad			•		
YES 🗖												
YES 🗖	N/A □		ctronic Gate Card									
	N/A □ N/A □	H Street Off Network Sea	nce Key rvices (email and vo	picemail)								
HR Signature		Date	Staff Signature	Date								
	/ / / / / /	Portable Cell Phe iPad DeArm DeArm Center/S Other it		e Card video camera, Edge card, SCOE n								
Items I	Returned	to SCOE:	ns:									
Office Supervisor Signature		Date	Staff Signature	Date								
Items I	Returned	to Employee:										
Office Supervisor Signature			Date	Staff Signature	Date							





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PASSWORDS DEACT							
/ Al's Alarm							
	/ Athena						
CDMIS							
	CenterTrack						
	/ COPA – MHS COPA / COPA – RHS/EHS COPA						
/ Head Start Enterprise System (HSES) / Kindertrack							
							/ Kinderwait
/ Microsoft Expression/ Network Services (email)							
							/ OMS
PRO0F (CARES Plus)  QSS/QCC							
							/ Internal email distribution lists / SCOE Directory
Passwords Deactivate	ed:						
Office Supervisor Signature		Date	Staff Signature	Date			
Passwords Activated:							
Office Supervisor Signature		Date	Staff Signature	Date			