
School Clearance Form PDF

Teacher/Staff Name: _____

Department: _____

Employee ID: _____

Date: _____

Purpose of Clearance:

- Retirement
- Resignation
- Transfer within district

Clearance Checklist:

- Return of all school equipment (laptops, projectors, etc.)
- Submission of final reports/grades
- Clearance of outstanding staff dues
- Handover notes prepared

Office Use Only:

Cleared by: _____

Position: _____

Date: _____

Signature: _____