

K-STATE POLYTECHNIC

FLIGHT INSTRUCTOR CHECK-OUT CLEARANCE FORM

(Revised 12/19/2018)

Upon termination of employment,

Flight Instructors are required to obtain clearance approval on their last day of employment.

Last Day on Payroll _____/_____/_____

Employee Name _____
First MI Last

Forwarding Address _____
Street Address _____
City State Zip

DATE	INITIAL	
		AVIATION / FLIGHT OPS
		Desk Keys
		Resignation Letter - Bill Gross (Required by Kansas State University)
		Exit Interview with Bill Gross (Required by Kansas State University)
		Close Flight Account
		POLICE & SECURITY
		Aero Center Office Door Key, if applicable
		Hangar Door Key(s)
		Deactivate Aero Center Card Access
		LIBRARY
		All library books & materials must be returned, any library fines paid
		BUSINESS OFFICE - College Center Room 209
		Outstanding fees paid, includes traffic fines
		KSU Reimbursement of Parking Permit - not available if amount is \$20 or less
		HUMAN RESOURCES - College Center Room 209
		PER-39 Separation Form completed
		Employee Identification Card (Faculty/Staff ID must be surrendered to HR)
		Letter from Director of HR for Unclassified Employees
		Copy of Resignation Letter
		Authorization to Release Information

EMPLOYEE SIGNATURE _____ DATE _____

HR SIGNATURE _____ DATE _____

Form must be initialed/dated by all departments & returned to Human Resources College Ctr Rm 209