Teacher “End of the Year” Laufzettel

*Departing Teachers ONLY – Nur für Lehrerabgänge*

**Name:**

Check one: ⃝ Elementary School ⃝ High School

Last day of employment:

Last day in Berlin (if applicable):

New address:

Phone:

Email:

*Please take this form and collect signatures from the following:*

*Bitte Unterschriften der folgenden Personen einsammeln:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Person to contact** | **Date / Datum** | **Signature / Unterschrift** |
| 1 | ES or HS Admin Office |  |  |
| 2 | Carolin Borschel *(Abmeldebestätigung)* |  |  |
| 3 | ES or HS Library |  |  |
| 4 | Hausmeister – return key |  |  |
| 5 | Department Chair |  |  |
| 6 | Principal – Exit Interview | Scheduled for: |  |

*Please return this form to the Administration before leaving! Bitte dieses Blatt im Office abgeben!*

*­­­­­­­­­­­­­­­­­­­­­­­***Admin Office Use Only**

Personnel File Magellan

Notified IT