

# Staff Departure Checklist

Remove access to all applications that involve permissions granted to a departing staff member.

- In Application:
  - PowerSchool - No longer Active (staff)
    - Office 365
      - Auto users
        - Staff with teacher license number
        - Student with state student number
  - STARS
- In Security Application by District Security Admin
  - SLDS
  - eTranscript
- In My Admin Security Application by Building Facilitator or Tech Director
  - Office 365
    - Non auto users
      - Admin Assistants
      - Food Service
      - Para Professionals
- Third Party Applications
  - ViewPoint
  - Alert Solutions
  - Blackboard Connect/Alert Now
  - ParentLink
  - Honeywell/Edline/Instant Alert
  - Others
- Change Shared Passwords
  - NWEA
  - STARS

When users in PowerSchool are no longer Active

- Office 365 account will become disabled the next day.
  - Content will be purged after 30 days.
- Student has an exit code of Graduate
  - Content will be purged after 2 years.