



<b>Policy Name:</b>	<b>Exit Procedures</b>	<b>Date Revised:</b>	<b>9/2017</b>
<b>Purpose:</b>	<b>Guidelines for Exiting Youth</b>	<b>Board Approval:</b>	<b>9/2017</b>

Prior to Resident leaving please inform Operations of the Exit Date so that a Certificate of Completion and Exit Letter can be printed and signed by Kenneth Porter, Executive Director.

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- Complete GNB Resident Exit Form**  
(Inside AWOL/EXIT Procedures Binder)

**\*MUST HAVE:**

- Residents must sign-off that they have received all personal belongs  
Which also include all legal doc (SSCard, California ID, Medi Cal Card, Birth Certificate)
- Resident must call their Probation Officer within 24 hours of leaving our facility (For 18 year olds only)
- A **Certificate of Completion** and an **Exit Letter** will be given to every resident
- Remember to get their Forwarding Address and Contact Telephone Number, completed on the GNB Resident Exit Form.
- Check Resident's room for possible items left behind and strip bed and clean area for next resident to come (Check under bed for loose items and others items that could have been left in the closet on the floor or on/in their dresser)
- Remember to contact their Employer, School and return all books if any, and cancel any appointments.

**Thank you.**