

22-23

CONFERENCE DOCUMENTATION

DATE: _____ CHECK ONE: _____ DISCIPLINARY _____ INFORMATIONAL

PERSONNEL CATEGORY: _____ CERTIFICATED _____ SUPPORT

SCHOOL NAME: _____ EMPLOYEE NUMBER: _____

PERSON CONFERRING WITH: _____

REASON FOR CONFERENCE: _____

ITEMS DISCUSSED:

COMMENTS: _____

PLEASE NOTE THAT I DO NOT INTEND TO TALK TO YOU ABOUT THESE THINGS AGAIN, THAT IS WHY I AM PUTTING ALL OF THIS IN WRITING. IF YOU DO NOT FOLLOW ANY AND ALL OF THE ABOVE PROCEDURE(S) AND DIRECTIVE(S), YOU WILL BE WRITTEN UP AND FORMALLY REPRIMANDED.

SIGNATURE OF PERSON CONDUCTING CONFERENCE

SIGNATURE OF WITNESS (IF ANY)

SCHOOL NAME

My signature below acknowledges receipt of this document, but is not an admission of guilt or agreement/disagreement with the contents thereof. I further understand that failure to sign this document may constitute willful neglect of duty and may be grounds for disciplinary action. I understand that a copy of this document will be placed in my personnel file. I have the right to file a rebuttal or response within fifteen (15) days of today's date, which will be attached to this document and will be placed in my personnel file.

EMPLOYEE COMMENTS: _____

SIGNATURE OF EMPLOYEE/EMPLOYEE NUMBER

CENTRAL OFFICE USE ONLY
Reviewed by and Date:

Original and a copy: Employee

CC: School Office
Central Office Personnel File