



RECORD OF CONVERSATION

Employee Name: _____

Employee ID #: _____

Incident Date: _____ Location/School: _____

Type of Discipline

- Written Warning
- Letter of Concern

Reason For Discipline

- Violation of School Policy & Procedures
- Violation of Safety Rules
- Excessive Absence
- Excessive Tardiness or Leaving Early
- Other _____

RULE OR INFRACTION SPECIFICALLY VIOLATED _____

CORRECTIVE ACTION REQUIRED/ EXPECTED

SUMMARY OF CONVERSATION

EMPLOYEE COMMENTS

I do understand similar violations of school board policy and/or procedures may be cause for further counseling or recommendations for disciplinary action. My signature does not indicate agreement i understand that i have 7 working days to submit a statement to attach to this document.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

This document will be filed in employees local/ work file