

**RECORD OF CORRECTIVE COUNSELING  
SUPPORT PERSONNEL**

Date \_\_\_\_\_ Dept. \_\_\_\_\_

Employee's Name \_\_\_\_\_

Social Security No. \_\_\_\_\_ Position \_\_\_\_\_

The following improper action has been reported to us by: \_\_\_\_\_

Statement: \_\_\_\_\_

\_\_\_\_\_

(Attach additional sheet, if necessary.)

Supervisor: \_\_\_\_\_

I have counseled the employee about the above action and have:

\_\_\_\_\_ Cleared employee of any wrong.

\_\_\_\_\_ Warned employee of consequences of repeated violations (including the possibility of termination).

\_\_\_\_\_ Other: \_\_\_\_\_

(Attach additional sheet, if necessary.)

Coordinator or Principal: \_\_\_\_\_

TO EMPLOYEE: Please read the entire form carefully and fill out the following:

\_\_\_\_\_ I agree with the above and wish to make no statement.

\_\_\_\_\_ I agree with the above and wish to make the following statement.

\_\_\_\_\_ I disagree with the above and wish to make the following statement.

Employee's Statement: \_\_\_\_\_

\_\_\_\_\_

(Attach additional sheets, if necessary.) \_\_\_\_\_ Number of Additional Sheets

My supervisor has counseled me on the above information and has allowed me to study this form. I have been notified of the decision in the matter and of the possible consequences of repeated violations, including the possibility of termination.

EMPLOYEE: Do not sign this form until it is completely filled out. This form will be placed in your employee record at the office of the superintendent and may be removed only as per existing policy.

Employee: \_\_\_\_\_

**RECORD OF CORRECTIVE COUNSELING, SUPPORT PERSONNEL (Cont.)**

1. The supervisor receiving the report of improper action shall fill out the first section of the required form and forward it to the appropriate department head or principal.
2. The coordinator or administrator shall fill out the second section of the form and sign.
3. The employee, after reading the form, shall fill out the employee section and sign.
4. The form shall be sent to the superintendent and will become a part of the employee's confidential record.
5. The Record of Corrective Counseling shall be retained in the employee's record.
6. If, at any time, a second form is received by the superintendent, the employee shall be asked to report for a conference, by appointment, for a review of the record and for a decision as to future employment.