



# Alabaster City Schools

## Notice of Disciplinary Action

### System Form for Personnel File

**\*\*Provide all information requested below; attach additional pages if necessary\*\***

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ISSUED TO:

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_ EMPLOYEE # \_\_\_\_\_

JOB TITLE: \_\_\_\_\_ LOCATION/DEPT: \_\_\_\_\_

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TYPE OF ACTION:

- ☐ COACHING
  - ☐ CONCERN
  - ☐ REPRIMAND
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I. DISCIPLINARY ACTION IS BEING TAKEN FOR THE FOLLOWING REASONS (INCLUDE DATES):

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II. THE FOLLOWING CORRECTIVE ACTION IS EXPECTED

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EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*Acknowledges receipt of; not necessarily concurrence with this notice. Employee acknowledges the right to present a rebuttal to be placed in file if so elected.

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS/OTHER \_\_\_\_\_ DATE \_\_\_\_\_