



LAFAYETTE PARISH SCHOOL SYSTEM
PERFORMANCE COUNSELING REPORT

Check appropriate line:

Employee Name: _____ Written Warning _____
Job Title: _____ Probation Notice _____
Date of Discussion: _____ Recommend Decision making Leave with pay _____
Witness(s) Present: _____ Recommend Decision making Leave w/out pay _____
Recommend Notice of Termination _____

Outline of the Performance Issue (Attach documentation if appropriate)

Specific Example(s) including dates:

Review of Previous Disciplinary Actions / Performance discussions, Including Date:

Actions Required Including Timelines:

Consequences if Behavior/Performance Does Not Improve:

Employee signature below indicates he/she has read and received a copy of this notice. The employee may submit comments/refutation on the back of the form or on attached sheets within 15 days of receipt of the report. Rebuttal will be placed in the employee file in Human Resources along with this document and any attachments. If the Employee refuses to sign it should be noted by the supervisor.

Supervisor: _____ Employee Signature _____

Witness: _____ Date: _____

Copy to Personnel