

PERSONNEL SERVICES

Form 4610.3

Performance Evaluation

Documentation of Routine Problems

MEMO TO THE FILE

Teacher: Jane Doe

9/9/97	Late to school - arrived at 8:00a.m.
9/23/97	Late to school - arrived at 8:05a.m.
10/07/97	Late to school - arrived at 8:05a.m.
10/25/97	Late to school - arrived at 8:10a.m.
11/11/97	Late to 5th hour class
04/08/98	Late to school - arrived at 7:45a.m.