APPENDIX C- INFORMAL PROBLEM SOLVING

INFORMAL PROBLEM SOLVING PROCESS FOR A WRITTEN REPRIMAD

Name of person submitting issue:

Name of Principal or Supervisor:

School Name:

Key Dates of Events:

Copies submitted to: \_\_\_\_\_HR Director(Mandatory) \_\_\_\_TEA President \_\_\_\_Administrator

Description of Concern:

Participants:

Proposed Solution:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date of Submission Teacher

Disposition by HR:

Top of Form

This form is used when a teacher feels that a written reprimand has occurred without prior due process. The form should be submitted to Human Resources in a timely manner. Bottom of Form