

January 31

TO: _____ Superintendent

_____ Assistant Superintendent

FROM: _____

SUBJECT: Staff Being Considered for Appropriate Personnel Action

At this time we are considering the below individual(s) for the personnel action noted:

<u>Staff Member</u>	<u>Personnel Action</u>
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The individual(s) noted have been notified of our concern and we will be monitoring the performance of the individual(s) closely within the next few months in order to make a final recommendation to you by April 1.

Form A