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:
Staff Member	Personnel Action

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

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Adopted 8/24/87
Revised 8/14/01 ELF