

**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.