

Performance Evaluation

Summary Memo

To: Jane Doe
From: Principal Smith
Date: October 26, 1997
Re: Conference on October 25, 1997

On October 25, 1997, you and I had a conference and talked about some of my concerns regarding your attendance. I told you I was concerned because you had arrived late to school on September 9, September 23, and October 7, and October 25, 1997. The faculty handbook specifies teachers are to be outside their classroom doors by 7:55 a.m. On mornings when you were late, the office had to assign a teacher on conference period to your class in case you did not arrive. In the future, I expect you to comply with the attendance requirements. Your tardiness adversely affects the education of students and cannot be tolerated.

Failure to comply with this directive will result in disciplinary action. At this time, I am issuing you a job target in the hope that this matter can be resolved.

In the future, I expect you to be at your room by 7:55 a.m. I will be monitoring you to determine your compliance with my directives. If you disagree with the facts, conclusions, or directives in the memorandum, please advise me in writing no later than (date), so we can meet and work out any differences.

Principal Smith

I have received a copy of this memorandum. I understand that my signature does not necessarily constitute agreement with its contents, and that I have an opportunity to respond if I disagree.

Jane Doe

Date