

**Albertville City Schools  
Notice of Disciplinary Action  
System Form for Personnel File**

**ISSUED TO:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Employee#: \_\_\_\_\_

Job Title: \_\_\_\_\_ Location/Dept.: \_\_\_\_\_

Type of Action:

- Written Warning
- Final Written Warning

**\*\*Provide in detail all information requested below; attach additional pages if necessary \*\***

Employee Initials \_\_\_\_\_

Supervisor Initials \_\_\_\_\_

Witness Initials \_\_\_\_\_





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\*\*Please initial each additional page being added.

- # \_\_\_\_\_ ADDITIONAL PAGES FOR SECTION I
- # \_\_\_\_\_ ADDITIONAL PAGES FOR SECTION II
  
- NO ADDITIONAL PAGES

***\*FUTURE INFRACTIONS MAY RESULT IN FURTHER DISCIPLINARY ACTION, UP TO AND INCLUDING RECOMMENDATION TO TERMINATE YOUR EMPLOYMENT\****

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

***\*Acknowledges receipt of; not necessarily concurrence with this notice.  
Employee acknowledges the right to present a rebuttal to be placed in file if so elected.***

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Witness/Other: \_\_\_\_\_ Date: \_\_\_\_\_