

OFFICE OF CHRISTINE LIZARDI FRAZIER  
KERN COUNTY SUPERINTENDENT OF SCHOOLS

**Report Form**

Document will be  placed in personnel file.  
 retained by preparer and may be placed in personnel file later with prior notice to employee.

Employee's Name \_\_\_\_\_

I. Report (attach additional pages as needed)

II. Notes of conference held with employee:

Persons in Attendance \_\_\_\_\_  
\_\_\_\_\_

Date of Conference \_\_\_\_\_

\_\_\_\_\_  
Supervisor/Administrative Signature

\_\_\_\_\_  
Date

If placed in personnel file, the employee may comment upon this report in writing.

I acknowledge receipt of a copy of this report on \_\_\_\_\_, 20\_\_\_\_. I understand my signature does not necessarily mean I agree with it.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date