

**Pre-Meeting Notice**  
(Step 3)

Date

Name

Job Title

Employee ID #

Dear \_\_\_\_\_:

I have scheduled a meeting to discuss: *(Insert description of issues that justify Step 3 Warning)*.

I have scheduled the meeting for:

- Date and time
- Location

Please be advised that you may have a union representative present to assist you at the meeting. If you choose to do so, you must contact your representative to secure his/her attendance. If you do elect to have union representation at the meeting, an assistant principal or other management representative may be present as well.

Please be further advised that if you choose to have a union representative present at the meeting, he/she will have the option to attend via *Google Hangouts*. Your union representative must contact me before the meeting to inform me if he/she will attend in-person or via *Google Hangouts*. Regardless, you are expected to report to the above location at the time designated. If the meeting is to be held via *Google Hangouts* with your union representative, I will initiate the video call at the beginning of the meeting. You will be given a reasonable amount of time to speak with your union representative in private before we begin.

I enclose all documents in my possession that I believe relate to the issues to be discussed.

Due to the severity of the allegations or the repeated nature of the conduct, this meeting may result in your being issued a final warning.

Sincerely,

Principal

cc: Chicago Teachers Union (with enclosures)

My signature below acknowledges receipt of this notice.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

*Note: A copy of all finalized disciplinary documentation, including this notice and any corresponding Performance Improvement Process Plan document, if applicable, must be submitted to the Office of Administrative Hearings via the designated Google Form upon completion of the disciplinary process for district record-keeping.*