

THE SCHOOL DISTRICT OF PHILADELPHIA – 204 FORM

ANECDOTAL RECORD –Facilities Management Services

LAST NAME		FIRST NAME		INITIAL	
POSITION					
SCHOOL		DEPARTMENT			
DATE OF CONFERENCE				EID #	
SIGNATURE OF SUPERVISOR					
POSITION OF SUPERVISOR					

INVESTIGATORY CONFERENCE SUMMARY

BACKGROUND

What happened and how did it come to your attention?

INVESTIGATION

*Who was interviewed? What did they say? Are **SIGNED** and **DATED** written statements attached? Document anything else used in the investigation.*

INVESTIGATORY CONFERENCE

Date, time, who was present.

Employee was presented with documents, statements.

Employee response.

CONCLUSION

State the specifics of your conclusion.

Cite employee's related previously documented disciplinary history.

RECOMMENDATION

1. Options **MAY** include work correction, suspension, unsatisfactory rating and/or dismissal.
2. Employee shall be warned that additional incidents may result in a more severe disciplinary action.
3. That a copy of this and all related documentation is to be forwarded for inclusion in the official personnel file.

C: *Manager/Supervisor and/or Administrator*