



CRETE-MONEE

SCHOOL DISTRICT 201-U

Dr. Eric Melnychenko

Assistant Superintendent of Personnel and Culture

Administration Center

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Written Warning Template

Guest Name: Example Smith	Position: Cadre Teacher
Building/Department: District Office	Supervisor: Dr. Megan Jones
Date: Monday, July 29, 2029	

_____ First Warning	_____ Second Warning	_____ Final Warning
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The purpose of this notice is to inform you of recurring attendance issues that require immediate attention. The intent is to define the seriousness of the situation for you so that you may take immediate corrective action.

As a reminder, **Cadre Teachers** are expected to attend all school days and participate in all institute day events. Irregular attendance is a detriment to our students and provides unnecessary interruptions to their learning.

Please note that this written warning will be recorded in your personnel file.

Reason for Warning: Attendance Deficiency Notification - 3 or more unexcused absences.

Full-Day Absences: 5/6/2029, 6/5/2029, 7/3/2029, 7/4/2029

Previous Discussions or Warnings Regarding Attendance (verbal/written, dates):

Violation of District Attendance Policy or Expectations:

Board Policy 5:120 - 1 Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.

Corrective Action Required: Demonstrating a consistent commitment to improving attendance and reliability by taking the following actions:

1. **Submitting a written explanation for each instance of absence or tardiness along with supportive documentation upon return to work.**
2. **Provide a 3-day advance notice for planned absences, for non-emergencies.**
3. **Maintaining open communication with your supervisor regarding any challenges or obstacles impacting attendance.**

Potential Consequences of Failure to Improve Performance or Correct Behavior:
Failure to improve your attendance will result in further disciplinary action, including termination.

Acknowledgment of Warning: My supervisor has discussed the above with me. I understand its contents, the corrective action required, and the potential consequences of noncompliance.

Signatures:

Guest: _____ **Date:** _____

Supervisor: _____ **Date:** _____