

WEST BATON ROUGE PARISH SCHOOL SYSTEM
CONFERENCE DOCUMENTATION

Employee _____

Location _____

Evaluator/Supervisor _____

Date _____

Conference Participants:

Performance/Behavior/Incident Discussed: _____

Expected Outcome: _____

Signature/Position

Signature/Position

Signature/Position

Signature/Position

This signature is an indication that the reason for the conference has been clearly explained. It does not indicate agreement or disagreement with the outcome. I understand that I have a right to provide a written statement to provide additional documentation that will be attached to this report.

