APPENDIX C – INFORMAL PROBLEM SOLVING
INFORMAL PROBLEM SOLVING PROCESS FOR A WRITTEN REPRIMAND

Name of person submitting issue: _____

Name of Principal or Supervisor: _____

School Name: _____

Key Dates of Events: _____

Copies submitted to: ___ HR. Ex. Director(Mandatory)___ TEA President ___Administrator

Description of Concern: _____

_____

_____

_____

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_____

Participants: _____

_____

_____

Proposed Solution: _____

_____

_____

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_____

_____ _____
Date of Submission Teacher

Disposition by HR: _____

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This form is to be used when a teacher feels that a written reprimand has occurred without prior due process. The form should be submitted to Human Resources in a timely manner.