



LONGVIEW INDEPENDENT SCHOOL DISTRICT
Human Resources Department
P. O. Box 3268/1301 East Young Street
Longview, Texas 75606

Disciplinary Warning Form

Employee Name _____ Hire Date _____

Job Title _____ Department _____ Campus _____

Description of Current Problem Requiring Corrective Action:

Employee's Comments:

Corrections Needed:

Note: Failure to Correct Problem May Result in Further Disciplinary Action, Including Termination of Employment

Previous Attempts to Deal With Problem (Explain in Detail):

Employee Signature Date Supervisor Signature Date

Next Level Supervisor Signature Date

Note: Copy Will Be Placed in Employee's Personnel File