



MERCEDES INDEPENDENT SCHOOL DISTRICT
EMPLOYEE CONFERENCE

EMPLOYEE _____ DATE _____

Today a conference was held with the above named employee concerning the matters which are indicated. A summary of this conference is stated.

Those involved in the conference:

Reasons for the conference:

Directions or suggestions:

Employee's comments:

The employee's signature is only an indication that a conference was held.

Employee Signature _____ Date _____

Administrator Signature _____ Date _____