



*Flagler County Schools*  
**Human Resources Department**  
Notice to Appear

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Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Administrator's Name \_\_\_\_\_

You are hereby asked to appear for a meeting in my office regarding the follow:

- Allegations
- Infraction of Rules
- Contract Violations
- Tardiness
- Insubordination
- Performance Evaluation
- Other(s)

Because this meeting may result in disciplinary action, you may be accompanied by a Union/other representative.

Please confirm receipt of this notice by calling: \_\_\_\_\_.

You have three work days to respond to this request.

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Employee signature

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