

# Davis & Elkins College<sup>TM</sup>

## Student Employment Reprimand

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date of action: \_\_\_\_\_

Action Taken:     First Reprimand     Second Reprimand     Termination

Incident notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this form to the Business Office via campus mail or email.  
Keep a copy for your files & provide a copy to the student employee.**