

Performance Log

DSW Name: Anne

Date	Performance Issue	Action Taken	Agreed Upon Outcome	Progress
10/1/2019	Consistent tardiness	Talked about the need to be on time. Discussed solutions. DSW reported that bus times don't work well with schedule.	Agreed to change the DSW's start time by 15 minutes to accommodate the bus schedule. DSW will have on-time attendance 95% of the time. Will check in again 11/1/2019 and 12/1/2019 on progress.	
11/1/2019	Follow up on tardiness discussion.			No instances of tardiness in October.
12/1/2019	Follow up on tardiness discussion.		Had another discussion about the need to be on time. Gave DSW a verbal warning.	Four instances of tardiness. One was excused due to weather.