



ATTACHMENT S

Notice of Remediation

**HORIZON SCHOOL DIVISION**

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**SECTION ONE**

**Introduction**

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Name \_\_\_\_\_

Start Date for Current Position \_\_\_\_\_

Evaluator \_\_\_\_\_

Date \_\_\_\_\_

**SECTION TWO**

**Notice of Remediation**

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**Remediation MUST be completed prior to the conclusion of the evaluation period and MUST conclude with a final evaluation document. The Remediation Plan is to be completed by the employee in consultation with the evaluator.**

1. Behaviour and/or practices that do not meet the quality standard(s) including changes required
  
2. Strategies for improvement towards achieving quality standard(s)
  
3. Timeline

\_\_\_\_\_  
Evaluator's Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name and Signature  
(acknowledging receipt of report)

\_\_\_\_\_  
Date