



LOS ANGELES UNIFIED SCHOOL DISTRICT

NOTICE OF OUTSTANDING SERVICE OF CERTIFICATED EMPLOYEE

Employee Name

Pers ID/Emp No

School/Office

Date

The employee named above is commended for the outstanding service described below:

Signature of Site Administrator

Title

Date

Signature of Employee

Title

Date

Signature of District Superintendent,
Branch or Division Head

Title

Date

Instructions:

This form should be prepared in four copies and signed by the site administrator. The first three copies should be forwarded to the District Superintendent, Branch or Division Head. The first two copies should be signed by the District Superintendent, Branch or Division Head; copy one should be forwarded to the employee for presentation and copy two forward to the Human Resources Division, Employee Records Unit for inclusion in the employee's service folder.

