Northwestern State University
Member of the University of Louisiana System
Natchitoches, LA 71497

Termination of Student Employee

Instructions:

1. Complete and return to Student Employment, Roy Hall Room 002.
2. Attach documentation if applicable.
3. Keep a copy for your records.

Section 1: To be completed by student's supervisor **PLEASE PRINT ALL INFORMATION**

Contact Name _____ Department _____ Phone Number _____

Print Name of Student _____ CWID Number _____

Reason for Termination:

_____

_____

_____

_____

What kind of notification was student given prior to being terminated? (Please attach documentation if available)

____ Written reprimand

____ Verbal warning

____ Other: _____

Section 2: To be completed by the Office of Student Employment

Date Received _____

Comments:

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