

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

## Termination of Student Employee

### Instructions:

1. Complete and return to the Student Employment Office.
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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_