

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

**Termination of Student Employee**

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:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_