

Fire Chief Notification
Student Disciplinary Action
Michigan Department of Labor & Economic Growth
Bureau of Fire Services
Office of Fire Fighter Training
P.O. Box 30700, Lansing, MI 48909
Telephone: 517-241-8847
Authority: 1966 PA 291

Today's Date: _____ Course Number: _____ Course Name: _____

To: Fire Chief _____

Fire Department: _____

This is to notify you that the following action has been taken concerning the student listed who is participating in the OFFT training course specified. After reviewing this notification, please feel free to contact the instructor for further discussion.

Student's Name: _____

Type of Action: Student Warning Student Termination

Violation:

Conduct Violation	Attendance Violation	Other _____
Facial Hair Policy Violation	Equipment Violation	

Explanation of specific violation:

Instructor Name: _____ Daytime Telephone Number: _____

Instructor's Signature: _____

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

cc: Student
OFFT Region Supervisor
Training Coordinator