

**NORTHLANDS JOB CORPS CENTER**  
**PROCEDURES FOR A CENTER REVIEW BOARD**  
**STUDENT NOT PRESENT**

- [ ] 1. **Call to order:** (Student Name) \_\_\_\_\_ (TIME) \_\_\_\_\_  
*The CRB for \_\_\_\_\_ will come to order on \_\_\_\_\_*
- [ ] 2. **This FFB is for the purpose of finding facts or determining guilt/innocence.**
- [ ] 3. **The charge (s) against the student is/are:**  
*State the charge (s):*
- [ ] 4. **Chairperson will read the \*\*SHRO Investigative Report, Student Conduct Profile, and statements pertaining to the specific incident.**  
  
***\*\*Without guilt or innocence comments from the SHRO.\*\****
- [ ] 5. **Chairperson will review the matter with FFB board members.**
- [ ] 6. **Chairperson will issue ballot sheets to board members.**
- [ ] 7. **The FFB will vote.**
- [ ] 8. **Chairperson will document vote and recommendation on FFB Hearing Summary form.**
- [ ] 9. **Chairperson will ensure board members sign Hearing Summary form and ballot sheets.**
- [ ] 10. **Conclusion:**  
*The FFB for \_\_\_\_\_ is adjourned at (time).*
- [ ] 11. **Chairperson will return student folder to the SHRO.**
- [ ] 12. **SHRO completes FFB Hearing Summary form.**

\_\_\_\_\_  
CHAIRPERSON SIGNATURE                      DATE                      TIME