# PENN-TRAFFORD SCHOOL DISTRICT
# CONCILIATION MEETING SUMMARY

**Present:** _____ **Date:** _____

_____

_____

**Complainant:** _____

**Accused:** _____

**Summary of Allegations:**

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**Accused's Response:**

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**Terms of Agreement for Conciliation Satisfactory to Both Parties (if any):**

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**(Attach letter signed by complainant summarizing allegation and satisfaction with proposed)**