

**PENN-TRAFFORD SCHOOL DISTRICT  
CONCILIATION MEETING SUMMARY**

**Present:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Complainant:** \_\_\_\_\_

**Accused:** \_\_\_\_\_

**Summary of Allegations:**

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

**Accused's Response:**

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

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

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

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