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|  El Reno Board of Education | | H-2-4 |
| Written Report | | |
| <i>Adoption Date: 9/14/2020</i> | <i>Revision Date(s):</i> | <i>Page 1 of 1</i> |

On the ____ day of ____, 20__ an allegation of sexual harassment was provided to the school district. The allegations were as follows (insert allegations in summary format). I conducted an investigation into the allegations as follows (summarize investigation and include evidence).

This document is a formal notice to both parties of the evidence.

Sincerely,

Investigator