Dear Member:

You are receiving instant information because you have notified us that you have been called into a meeting with a principal, administrator or HR. This information is designed to help guide you through the initial meeting, it is not however, designed to replace legal advice and you should always seek the advice of a lawyer should you need further information.

**Do I have to attend?**

Yes. However, if the meeting is disciplinary in nature you are entitled to bring a representative of your choosing. If you don’t know, ask the person that notified you of the meeting. You can specifically say “I am inquiring about the nature of the meeting. Is it disciplinary in nature? If so I would like additional time to arrange for a representative of my choosing to attend.”

If you are told the meeting is not disciplinary in nature but find out differently once you arrive, you can and should ask to stop the meeting until you can get representation.

If you arrange for your own representative it should be someone you trust who can take good notes. Generally a representative attends as a witness to the meeting’s events not as your advocate. Even with a representative present you will still be expected to participate in the meeting and answer questions.

**What do I say?**

Say as little as possible. Be truthful but answer questions as succinctly as you are able. **Do not volunteer information.** Be mindful of interrogation tricks. A common method used by a person questioning is to stop talking and look at you in silence. The silence prompts the average person to begin speaking.

**DO NOT SIGN ANYTHING.** Instead ask for a copy of the document so that you can review it under less stressful circumstances.

**What happens after the meeting?**

That depends on what you were told in the meeting. If you have been disciplined follow up with AAE immediately so that we can arrange for you to get assistance.