

[REDACTED]

DISTRICT OF COLUMBIA PUBLIC SCHOOLS

[REDACTED]

[REDACTED]

December 2, 2016

[REDACTED]

Dear [REDACTED]

This letter is in reference to concerns you brought to the attention of [REDACTED] administration during a **November 21, 2016** meeting about [REDACTED] 504 Plan. Specifically your complaint is that [REDACTED] [REDACTED] has not monitored the implementation of [REDACTED] 504 Plan.

After our meeting with you we met with [REDACTED] teachers and investigated if the 504 Plan is implemented with fidelity. Based on our investigation, [REDACTED] administration will conduct teacher check-ins and we will monitor consistent implementation of [REDACTED] 504 Plan.

In order to address concerns you shared during our meeting the 504 Coordinator and teachers met with administration. Our discussion of [REDACTED] Plan was centered on the five areas below that teachers will monitor and implement more closely.

1. Each teacher will ensure [REDACTED] 504 accommodations are implemented consistently.
2. [REDACTED] will have preferential seating away from distractions.
3. A note-taking buddy is identified.
4. Teachers will provide outline guides to [REDACTED].

If you are not satisfied with the outcome of this investigation, you have the right to file an appeal within 10 calendar days of receipt of this letter. The appeal must be submitted in writing. Appeal request may be submitted via U.S. Postal Mail to 1200 First Street, 9th Floor, Attn: Resolution Grievance Division or via email at dcps.grievance@dc.gov. You may also contact the U.S. Department of Education, Office of Civil Rights (1-800-421-3481) to report any educational discrimination on the basis of race, sex, disability, etc.

If you have further questions or concerns about this letter or other issues, please do not hesitate to contact us at dcps.grievance@dc.gov or 202-442-5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]

