



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

2/16/17

[REDACTED]

RE: Letter of Response for Grievance filed

Dear [REDACTED]

This letter is in reference to concerns that were brought to the attention of DCPS on 2/6/17 regarding your granddaughter [REDACTED]. Specifically, the concerns were that the student was not receiving accommodations for a medical condition provided for by a 504 Plan.

In response, DCPS conducted an investigation which included speaking with you [REDACTED] and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found that the student does not have a 504 Plan in place.

In order to address these issues, DCPS implemented the following measures:

1. [REDACTED] 504 Plan Coordinator, called [REDACTED] and left a message regarding the concerns we received. [REDACTED] again called [REDACTED] spoke with [REDACTED] and set up a 504 eligibility meeting for [REDACTED] at our school. [REDACTED] was at the student's doctor's office at the time of this call, so [REDACTED] also spoke with the doctor via speaker phone and requested documentation of the student's medical diagnosis.
2. [REDACTED] called on [REDACTED] and spoke with [REDACTED] to remind her of the [REDACTED] 504 eligibility meeting and asked her to bring the medical diagnosis documentation (which [REDACTED] had not received). [REDACTED] also asked [REDACTED] to provide the student's mental health diagnosis at the 504 meeting.
3. On [REDACTED] [REDACTED] met with [REDACTED] the 7th grade team [REDACTED] and the student's outside counselor via phone— [REDACTED]. During the meeting, [REDACTED] asked [REDACTED] for the student's mental health diagnosis. [REDACTED] brought the student's medical diagnosis to the meeting a copy is on file with [REDACTED]. It was determined that the student is eligible for a 504 plan. The plan was developed in the meeting, entered into the database [REDACTED].
4. On [REDACTED] [REDACTED] provided the plan to [REDACTED] and hopes to hear a response as soon as possible so it can be shared with the 7<sup>th</sup> grade teachers. [REDACTED] also followed up with [REDACTED] via email and again requested the mental health diagnosis documentation, which [REDACTED] agreed to email [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 requests may be submitted via U.S. Postal Mail to 1200 First St., 9th Floor; Attn: Resolution Grievance Division or via email at [dcps.grievance@dc.gov](mailto:dcps.grievance@dc.gov). You may also contact the U.S. Department of Education, Office on 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](mailto:dcps.grievance@dc.gov) or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

[REDACTED]