



November 15, 2017

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 November 1, 2017, regarding your son [REDACTED]. Specifically, you indicated that [REDACTED] not receiving 504 services and that [REDACTED] has not been unresponsive to scheduling a meeting.

In response, DCPS conducted an investigation which included speaking with you, your child, and other persons deemed relevant. Based on that investigation, DCPS found the following:

- A 504 Meeting invitation was sent home with [REDACTED] on [REDACTED] by [REDACTED] in an attempt to schedule a 504 meeting for [REDACTED]. As attempts to schedule by phone were unsuccessful, [REDACTED] provided copies of [REDACTED] plan to his teachers.
- [REDACTED] did not hold a 504 meeting or send you a copy of [REDACTED] 504 plan in [REDACTED].

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

1. [REDACTED] spoke with you via phone on [REDACTED] to address your concerns.
2. [REDACTED] met with [REDACTED] on [REDACTED] to hear his perspective for his 504 plan. [REDACTED] shared that the communication with teachers about classroom breaks is not working, that he does not feel he needs extended time on assignments, and that he would like more support with the high school application process.
3. A 504 meeting is scheduled for [REDACTED], with [REDACTED] team.
4. DCPS Section 504 and Student Accommodations team will provide training to [REDACTED] staff on Section 504 policies and procedures no later than [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. 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 or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

