



February 5, 2018

[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 January 12, 2018 regarding your daughter, [REDACTED]. Specifically, [REDACTED] staff have been harassing you in regards to student's attendance and not accepting any of the medical documentation.

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

- [REDACTED] followed DCPS attendance policy after a student has missed several days of school and the parent/guardian does not notify the school with an excuse as to why student is not in attendance with the following actions.
  - You spoke with [REDACTED] World History and Geography II teacher, on [REDACTED] to discuss [REDACTED] attendance and progress in the class. [REDACTED] attempted to create a plan for tutoring for [REDACTED] with you.
  - You spoke with [REDACTED] chemistry teacher, on [REDACTED] to discuss [REDACTED] attendance and progress in the class.
  - Home visit was conducted by the intervention coaches [REDACTED] and Dean [REDACTED] on [REDACTED]
- As of this date, the school has not received any medical documentation to verify [REDACTED] absences from school.

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

1. Intervention coach, [REDACTED] will conduct regular check-ins with [REDACTED] to ensure that she is receiving the supports she needs at school.
2. [REDACTED] teachers will continue to stay in contact with you for the remainder of the [REDACTED] SY to ensure that you receive regular updates about her progress in school (via written documentation sent directly home to you).
3. [REDACTED] will be your point of contact on the team.

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., 9<sup>th</sup> 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

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Regards,

