



DISTRICT OF COLUMBIA  
**PUBLIC SCHOOLS**

Office of Specialized Instruction

**NOTIFICATION OF GRIEVANCE CLOSURE**

Date: February 28, 2018

VIA CERTIFIED MAIL and/or Email:



RE: [REDACTED]

DOB: [REDACTED]

Attending School: [REDACTED]

Dear [REDACTED]:

This letter comes as notification that District of Columbia Public Schools (DCPS) has administratively closed the grievance you filed on February 13, 2018 against [REDACTED] due to your failure to provide DCPS Grievance with specific allegations against the school despite DCPS Grievance's attempts to speak with you directly (as noted below). Lack of your specific allegations prohibits DCPS from being able to investigate properly.

**Respond to at least 4 attempts to gather documents on the following dates:**

- February 13, 2018
- February 14, 2018
- February 15, 2018
- February 21, 2018

**Attend and participate in a meeting with DCPS to address your concerns in the grievance you filed on February 13, 2018.**

**Respond to communication regarding this matter, after your initial filing**

If you have any questions or concerns, please contact DCPS Grievance Team at 202.442.5405 or [dcps.grievance@dc.gov](mailto:dcps.grievance@dc.gov).

Sincerely,



DCPS Grievance  
[Dcps.grievance@dc.gov](mailto:Dcps.grievance@dc.gov)  
202.442.5405