



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

March 5, 2018

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 February 22, 2018 regarding your daughter, [REDACTED]. Specifically, allegations of:

- Attendance
 - Lack of follow-up/through from school personnel
 - Attendance notes not being accepted
 - Concerned about daughter's graduation status due to the attendance policy
- Graduation requirements/Updates
 - Hasn't received any information in recent months regarding the aforementioned

In response, DCPS conducted an investigation which included speaking with you, your *child*, and other students/person identified as witnesses and/or deemed relevant. Based on that investigation, DCPS found the following:

- Interviewed Upper Classmen Attendance Counselor, [REDACTED] regarding prior conversations with student and parent
- Interviewed AP [REDACTED] regarding prior conversations with parent
- Review of submitted excuse notes for late arrival
- Interviewed assigned 12th grade AP, [REDACTED] about graduation status
- Interviewed grade level Counselor, [REDACTED] about next steps in preparation of students' graduation
- Interviewed Senior Class Sponsor, [REDACTED] about prom dues
- [REDACTED] was contacted on [REDACTED] to hear concern and to follow-up with concerns:
 - Parent reported frustration for not getting calls back when messages were left in the main office
 - Discussed rationale for not accepting those notes for [REDACTED] lateness to school
 - Student notes for days absent as long as it fit approved guidelines reasons were accepted and excused
 - Reported that [REDACTED] is on track to graduate
 - Parent was reminded about the methods the school used to notify parents about graduation and prom next steps (Graduation/prom packets were mailed [REDACTED] information about prom and fiduciary needs were provided on [REDACTED] when [REDACTED] took her senior pictures (fact sheet was provided) senior parent meeting was held during the evening of [REDACTED] senior parent meeting was held during the evening of [REDACTED] Parent recalled speaking with [REDACTED] regarding these senior activities
 - Parent was provided the names of the individuals who are responsible for any 12th grade concerns moving forward
 - Encouraged parent to speak with [REDACTED] about being late to her 1st block and skinny courses
- Parent reported feeling resolved with the issue once [REDACTED] made contact
- Parent will follow-up with [REDACTED] regarding next steps

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.

