

May 8, 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 March 5, 2018 regarding your student, [REDACTED]. Specifically, *request for absence notes to be accepted to excuse the multiple absences.*

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

- According to the DCPS Attendance Policy, students who are late or miss 20% or more of the scheduled class periods will be marked as having a full day absence. As of [REDACTED] has 98 absences (82 unexcused absences) and 11 tardies (11 unexcused tardies).

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

1. A meeting was held on [REDACTED] with you, [REDACTED] Principal [REDACTED], EA Representative Mr. [REDACTED], Special Education Teacher [REDACTED], Social Worker [REDACTED], Digital Media Teacher Ms. [REDACTED], English, and District of Columbia History and Government Teacher [REDACTED] to discuss your concerns. Principal [REDACTED] explained the attendance policy that is applied to all DCPS students, which you were provided a copy of the policy. You were also provided a copy of [REDACTED] attendance records at the meeting.
2. On [REDACTED] DCPS Grievance provided you a copy of the excusal note template via email.

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.

Regards,

[REDACTED]