



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

June 19, 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 Grievance on June 5, 2018 regarding your student, [REDACTED]. Specifically:

- [REDACTED] not receiving 504 services for ADHD while at [REDACTED] even though provided notice
- [REDACTED] failing Health and not being able to graduate on time as a result of not having a 504 plan

In response, DCPS conducted an investigation which included speaking with person(s) deemed relevant. Based on that investigation, DCPS found the following:

1. On the Annual Student Enrollment Form for School Year [REDACTED] you indicated [REDACTED] had a Section 504 plan. [REDACTED] did not implement a Section 504 plan for [REDACTED] while at [REDACTED]. DCPS does not have a 504 plan on record for [REDACTED] for any school year he was enrolled in a DCPS school.
2. [REDACTED] received a F in Health Education for this [REDACTED]. A Student Support Plan was created with [REDACTED] Health Education teacher on [REDACTED] to identify missing work [REDACTED] needed to complete to earn a passing grade in Health Education. You were provided [REDACTED] missing work for Health Education on [REDACTED] to be returned for completion.

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

1. A meeting was held on [REDACTED] with you, [REDACTED] administration, [REDACTED] [REDACTED] and [REDACTED] in which a Section 504 plan was created for [REDACTED]. A finalized copy of the 504 plan was sent to you on [REDACTED].
2. [REDACTED] has been enrolled in course Health Education during summer school at [REDACTED] to begin [REDACTED]. Should [REDACTED] meet all requirements to pass course, he will be able to participate in the [REDACTED] graduation ceremony.
3. To provide [REDACTED] additional support, DCPS has provided 5 hours of counseling services issued by a vendor of your choice. An authorization form for these services as well as a Parent Guide have been sent with this letter.
4. DCPS school registrars will be provided training during the [REDACTED] Office of the Chief Operating Officer [REDACTED] to ensure the correct process is being implemented for students who have 504 plans identified on their annual enrollment forms.

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.

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,

