



DISTRICT OF CO

October 12, 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 August 21, 2018, regarding your daughter [REDACTED]. Specifically, a 504 evaluation for [REDACTED] to support her academically in school.

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

- You provided documentation from [REDACTED] stating a disability of written expression disorder to the school
- 504 eligibilities were never pursued for [REDACTED] last school year, but classroom accommodations were implemented for her through our RTI process

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

1. On [REDACTED] a 504-eligibility meeting was held with [REDACTED] administration and yourself. The meeting produced the following accommodations for [REDACTED]:
 - a. Alphabet/number strip placed on her desk
 - b. Visual checklist on desk to aid [REDACTED] while writing in class
 - c. Handwriting Without Tears paper with teacher prompt to use for each assignment
 - d. Identified writing space with lines for any writing that is done in the classroom
 - e. Explicit practice of cursive writing
 - f. Triangular pencils
 - g. Occupational Therapist will observe [REDACTED] using both slant boards or pencil grips, and determine which item best supports [REDACTED] needs
 - h. Extended time for all test and assignments involving writing
 - i. Small group testing
 - j. [REDACTED] will be allowed to read aloud her writing to the teacher before assignments are graded

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.

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.

Re: [REDACTED]

