

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[School Name or DCPS Office]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the disciplinary decision made regarding my child, [Child's Name], a student at [School Name], which was communicated to us on [Date of Notification].

[Briefly explain the situation, including the nature of the discipline, any relevant dates, and the specific decision made.]

We believe that the decision is unjust due to [provide reasons, such as lack of evidence, inconsistencies, or any mitigating circumstances].

[Include any supporting information, such as witness statements, previous good behavior, or any relevant documentation that may strengthen your case.]

We respectfully request that the decision be reviewed and reconsidered, as we firmly believe that [Child's Name] deserves fair treatment in accordance with the guidelines set forth by DCPS.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature if sending a hard copy]