



DISTRICT OF COLUMBIA PUBLIC SCHOOLS

OFFICE OF THE CHANCELLOR
825 North Capitol Street, NE, 9TH Floor
Washington, D.C., 20002-1994
(202) 442-5885 – fax: (202) 442-5026

March 7, 2008

Dear [NAME]:

In accordance with the Public Education Personnel Reform Amendment Act of 2008, I am hereby providing you with 15 days notice of termination of your appointment as [TITLE] with the District of Columbia Public Schools (DCPS). Your separation from service with DCPS will be effective at the close of business on March 22, 2008.

Effective today, you will be placed on administrative leave until March 22, 2008. While you are on administrative leave, you will continue to be paid at your current salary and you will accrue both annual and sick leave. You should not report to work and may only return by appointment to collect your belongings.

- You should take any personal items you brought to work today from your office and exit the building.
- You may contact DCPS security 202-576-6950 to make arrangements to collect the rest of your belongings or, if you prefer, DCPS will make arrangements to ship them to an address that you provide.
- You are to immediately return all keys, security badge(s), pass card(s), uniforms, cell phone(s), and any and all government property issued to you as a DCPS employee. A security officer on site will collect these items and will have you sign a document stating that you returned all DCPS property. The security officer will provide you with a receipt showing that you have returned all items.
- If you do not have all DCPS property with you, you must return outstanding items to DCPS security. Call 202-576-6950 to make arrangements to deliver your items.
- DCPS will take all appropriate action until all DCPS property is returned. This includes all DCPS paper-based or computer-based documents contained on computer disks, hard drives, storage drives and on any other type of electronic media containing such documents in your possession.

You are eligible for the payment of any unused annual leave, which will be disbursed as a separate lump sum payment with the standard deductions for applicable taxes and withholdings. You may be eligible to receive severance pay in accordance with Chapter 11 of the District Personnel Manual. No deductions will be made from either leave payment or severance payment for retirement or other benefits.

Please contact Jaininne Edwards (Jaininne.edwards@dc.gov or 442-5385) HR Unit Director for Compensation, Classification, and Benefits, to answer any questions related to your employment or to schedule an appointment to obtain information regarding severance pay, retirement and other benefits to which you may be entitled. DCPS HR will also be able to provide you with information about health coverage through COBRA.

Sincerely,

Michelle Rhee
Chancellor
District of Columbia Public Schools