



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

November 30, 2017

[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 November 15, 2017 regarding your daughter, [REDACTED]. Specifically, you received a court referral for truancy and received a B in world history on her report card even though your daughter did not attend [REDACTED].

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

- ASPEN is the database in which all DCPS schools use to input grades and attendance. A human error was made when inputting information into the database, specifically for History for [REDACTED]
- [REDACTED] sent Danger of Withdrawal due to Non-Attendance Notice to you on [REDACTED] and [REDACTED]
- [REDACTED] completed a home visit in regards to attendance on [REDACTED]
- [REDACTED] completed truancy court referral form on [REDACTED]
- On [REDACTED] you completed the withdrawal paperwork for [REDACTED] stating the receiving school was [REDACTED]

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

1. On [REDACTED] DCPS Attendance & Support Services put in the request to have your truancy court referral withdrawn. Fortunately, your truancy court case was already dismissed by the courts on [REDACTED]
2. A review of ASPEN procedures inputting grades and attendance was conducted by [REDACTED] administration to [REDACTED] history teacher of record in [REDACTED]

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 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 or 202.442.5405. Thank you for taking steps to making DCPS a safe and welcoming environment.

Regards,

