

April 23, 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 on March 20, 2018 regarding your student, [REDACTED]. Specifically, *requesting assistance with correcting attendance records.*

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

- According to the DCPS Attendance Policy, students who are late or miss 20% or more of the scheduled class periods will be marked as having a full day absence. As such, on [REDACTED] was absent for period 2 (Introduction to [REDACTED]), or [REDACTED] was absent for period 1 (Pre-AP English I), and on [REDACTED] was absent for period 3 (Biology). On these days he was marked absent for the entire day.
- [REDACTED] absences were excused on the following days due to school activities: [REDACTED]
- As of [REDACTED] has 9 absences (5 unexcused absences) and 13 tardies (12 unexcused tardies).

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

1. Attached is a copy of the DCPS Attendance policy and [REDACTED] class attendance history.

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,

[REDACTED]