



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA FIRST-CLASS MAIL

April 10, 2019



RE: Letter of Response for Written Grievance #2796 filed on February 5, 2019

Dear 

In accordance with Subtitle 5-B, Section 2405 of the District of Columbia Municipal Regulations, D.C. Public Schools (DCPS) Comprehensive Alternative Resolution and Equity (CARE) team has completed its investigation of the above referenced written grievance.






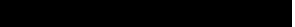
Grievance Issues

Based on a review of the information provided, the written grievance raised the following issues under the jurisdiction of this office:

1. **5-B DCMR 2405.2 (a):** Where it is alleged that any student or group of students is being denied access to an adequate educational opportunity. You allege that your student is not receiving transportation.

Investigative Procedure

The investigation included interviews with the following individuals:

1. , Guardian of 
2.  Principal at 
3.  DCPS 

The investigation also included review of the following documents which were either submitted by the complainant, submitted by the school, or accessible via DCPS data systems:

1. OSSE Transportation Online Tool for Education (TOTE) System
2. OSSE Transportation Handbook for Parents and Guardians of Special Education Students
3. DCPS Student Transportation Policy

General Findings of Fact

The following findings of fact resulted from the investigation:

1. On [REDACTED] requested a change in the transportation details for [REDACTED]
2. On [REDACTED] Psychologist, [REDACTED] submitted the change to TOTE.
3. Following the request for change in transportation, an Estimated Go-Live date of [REDACTED] was provided.
4. On [REDACTED] began receiving transportation consistent with the change requested on [REDACTED]

Discussion/Conclusion

As a result of this review, DCPS has found the following:

1. DCPS is unable to substantiate 5-B DCMR 2405.2 (a). However, the transportation route for [REDACTED] has been updated and is in effect.

While DCPS has not found any systemic violations of law, DCPS CARE makes the following agency-wide recommendations:

1. DCPS should review the guidance given to schools to ensure there are specific guidelines for when transportation amendments are entered into TOTE. Any updates should be made within 90 calendar days.

As the complainant, if you are not satisfied with the outcome, you have the right to file an appeal. Appeals must be submitted in writing and received within 10 calendar days of receipt of this notice. Please submit appeal requests to the Office of Integrity via U.S. Postal Mail to 1200 First St., NE, 11th Floor; Attn: CIO or via email at dcps.cio@dc.gov. You may also contact the U.S. Department of Education, Office for Civil Rights (1-800-421-3481) to report any educational discrimination.

If you have further questions, please do not hesitate to contact us at dcps.care@dc.gov or [202.442.5405](tel:202.442.5405).

[REDACTED]

cc: Principal
Instructional Superintendent