



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Operating Officer

SENT VIA EMAIL

June 22, 2020

[REDACTED]

RE: Letters of Response for Grievance #2699 filed on December 21, 2018 and #2829 filed on February 13, 2019

Dear [REDACTED]

In accordance with Chapter 24 Subtitle 5-B, Section 2405 of the District of Columbia Municipal Regulations, DC Public Schools (DCPS) Comprehensive Alternative Resolution and Equity (CARE) team has completed its investigation of the above referenced grievance.

Grievance Issues

We acknowledge that there has been a lapse in time since the filing of this grievance. 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(c)**: Where it is alleged that any student or group of students is being subjected to an arbitrary or unreasonable regulation, procedure, or standard of conduct. You reported concerns involving Student [REDACTED] attendance record being inaccurate during [REDACTED].

Review Procedure

The review included interviews with the following individuals:

1. Grievant/Parent of Student [REDACTED]
2. [REDACTED] Principal, [REDACTED]
3. [REDACTED] Guidance and Attendance Counselor, [REDACTED]

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

1. Aspen—DCPS' data maintenance system for attendance
2. Attendance print-out from Aspen regarding student [REDACTED] attendance with notations made by [REDACTED] Guidance and Attendance Counselor, [REDACTED]
3. Tardy slips for Student [REDACTED]
4. Doctors' notes excusing absences for Student [REDACTED]
5. 10 Days Unexcused Absences Notification letter sent by DCPS to parent
6. DCPS Attendance and Truancy Policy

7. Email chain dated [REDACTED] between [REDACTED] Guidance Counselor [REDACTED] Principal [REDACTED] Teacher [REDACTED] and DCPS Attendance Specialist [REDACTED] regarding Student [REDACTED] absences

### General Findings of Fact

The following findings of fact resulted from the review:

1. You reported that Student [REDACTED] has unexcused absences/tardies for the following dates: [REDACTED] You reported that these absences/tardies are inaccurate.
2. You provided doctors' notes to excuse the absences/tardies for the following days: [REDACTED], [REDACTED]
3. There are no absences/tardies on record for [REDACTED].
4. Student [REDACTED] is marked as tardy on [REDACTED] You reported that this is inaccurate as Student [REDACTED] was meeting with Child and Family Services Agency (CFSA) on [REDACTED] does not have a record of [REDACTED] meeting with CFSA on this date.
5. There is no tardy/absence on record for [REDACTED]
6. Student [REDACTED] is marked absent on [REDACTED] You provided a copy of an unexcused tardy slip provided by the school on [REDACTED] Guidance and Attendance Counselor, [REDACTED] reported that this was likely done in error.
7. You reported to DCPS CARE that the [REDACTED] unexcused absences were incorrect because you received communication from Student [REDACTED] teacher via Clasdojo on these dates which confirms Student [REDACTED] attendance. DCPS CARE has not received any documentation to demonstrate this communication. Teacher [REDACTED] reported that on [REDACTED] they sent you a message via Clasdojo regarding Student [REDACTED] absence that day.
8. DCPS CARE has not received any documentation regarding the [REDACTED] absences/tardies.
9. On [REDACTED] you reported to DCPS CARE that specifically, the [REDACTED] unexcused absences are incorrect because the absences were due to extreme weather and metro closure. DCPS CARE checked snow closures for DCPS and D.C. Metro for [REDACTED] and [REDACTED] and did not find any evidence of extreme weather closures on these days.

### Discussion/Conclusion

As a result of this review, we have determined the following:

DCPS CARE finds that 5-B DCMR 2405.2(c) is substantiated. The attendance that is listed in Aspen for Student [REDACTED] does not match documentation provided to DCPS CARE. [REDACTED] Guidance and Attendance Counselor acknowledged to DCPS CARE that the student's attendance needed to be updated in accordance with documentation provided. However, DCPS CARE attempted to obtain documentation from you pertaining to the [REDACTED] unexcused absence, [REDACTED] unexcused absence, [REDACTED] unexcused absence, [REDACTED] unexcused tardy, [REDACTED] unexcused absence, [REDACTED] unexcused absence, and [REDACTED] unexcused absence. To date, you have not submitted the requested documentation needed to amend the attendance record for the dates listed above.

DCPS has taken or will take the following action as a result of these allegations:

1. Before the start of School Year [REDACTED] administration is required to review their attendance procedures and protocol and make any necessary changes.
2. By [REDACTED] will submit an attendance modification ticket to the DCPS Central Office Attendance team to amend the [REDACTED] absence to tardy and amend the [REDACTED] tardy to tardy-excused.

If you have any additional documentation to support excusing the additional tardies/absences outlined in this letter, please provide them to [dcps.care@k12.dc.gov](mailto:dcps.care@k12.dc.gov).

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, 10<sup>th</sup> Floor; Attn: CIO or via email at [dcps.cio@k12.dc.gov](mailto:dcps.cio@k12.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.

Sincerely,



Anitra Allen, Director CARE

Cc: Principal  
Instructional Superintendent