



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA EMAIL

June 11, 2020

[REDACTED]

RE: Letter of Response for Grievance #3232 filed on May 24, 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. It was reported to DCPS CARE that Student [REDACTED] attendance record was inaccurate.

**Review Procedure**

The review included interviews with the following individuals:

1. Third-Party Grievant
2. [REDACTED] Principal at [REDACTED]
3. [REDACTED] School Social Worker at [REDACTED]
4. [REDACTED] Attendance Counselor at [REDACTED]
5. [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. DCPS Attendance and Truancy Policy
3. Student [REDACTED] attendance file with absence notes and attendance plan
4. [REDACTED] Doctor's note regarding absences, provided by Grievant

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## General Findings of Fact

The following findings of fact resulted from the review:

1. An absence note dated [REDACTED] was provided to [REDACTED] excusing "[REDACTED]" since "[REDACTED]." The note asked [REDACTED] to [REDACTED]
2. The Grievant reported to DCPS CARE on [REDACTED] that the doctor's note wasn't accepted and that a note with specific dates was needed. The Grievant reported that a second doctor's note was submitted to the school but was told this note would not be accepted either.
3. [REDACTED] Attendance Counselor at [REDACTED] reported that [REDACTED] did not have a subsequent doctor's note for Student [REDACTED]
4. On [REDACTED] [REDACTED] reported to DCPS CARE that notes should be specific to a date a student will be or was out, not a blanket statement for any future or past absences.

## Discussion/Conclusion

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

DCPS CARE is unable to substantiate **5-B DCMR 2405.2(c)**. DCPS CARE obtained a doctor's note that excused all past and future absences for Student [REDACTED]. According to [REDACTED] due to a lack of specificity of dates, DCPS could not use this note to excuse absences; however, this is not explicitly stated in the DCPS Attendance and Truancy Policy. DCPS CARE was unable to locate a second doctor's note that outlined specific absences that should be excused. Additionally, the Grievant was unable to provide a copy. Student [REDACTED] attendance record accurately reflects the documentation that was submitted to Student [REDACTED] school, who followed the guidance recommended by DCPS Central Office to enter the absences as unexcused.

To address your concerns, DCPS will take the following action:

1. By [REDACTED] DCPS Central Office will review the DCPS Attendance and Truancy Policy to determine guidelines for non-time limited excusal/doctor's notes.

Although Student [REDACTED] has since graduated, during our conversation on [REDACTED] you expressed additional concerns regarding [REDACTED] services not being previously offered to Student [REDACTED]. In order to ensure your concerns are addressed, DCPS will take the following action:

1. Within 15 school days of the start of SY [REDACTED] appropriate [REDACTED] staff will receive a training on [REDACTED] protocol.

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.

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If you have further questions, please do not hesitate to contact us at [dcps.care@k12.dc.gov](mailto:dcps.care@k12.dc.gov) or 202.442.5405.

Sincerely,

[Redacted Signature]

Cc: Principal  
Instructional Superintendent