

BY E- MAIL

April 8, 2020

[REDACTED]

RE: Letter of Response for Grievance #3288 filed on March 21, 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

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(f)** - Any other violation of a right granted by law that does not have a specific grievance procedure of hearing process provided in this title.
 - a. On June 19, 2019, you reported that you are a former student of [REDACTED] [REDACTED] and that you have been requesting your school records but had not received them.

Investigative Procedure

The investigation included interviews with the following individuals:

1. Monitoring and School Support Team, [REDACTED]
2. [REDACTED]

General Findings of Fact

The following findings of fact resulted from the investigation:

1. DCPS CARE obtained your student records from the Manager of the Monitoring and School Support Team, [REDACTED]. These records were emailed to you in June 2019.
2. During a follow-up call with you on March 24, 2019, you confirmed that you did receive some school records from [REDACTED].

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3. Additionally, you mentioned that you thought there were additional records that had not been sent to you. However, [REDACTED] explained that he has searched the warehouse for records and provided you with all of the student records that were on file for the period of time that you requested.

Discussion/Conclusion

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

- **24 DCMR Subtitle 5-B, Section 405.2** is substantiated. Your request for your student records had not been fulfilled at the time of your submitted grievance.

DCPS has taken the following actions below to address this incident:

1. DC Public Schools has provided you with all available school records.

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@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.

If you have further questions, please do not hesitate to contact us at dcps.care@k12.dc.gov or 202.442.5405.

Sincerely,



Anitra Allen-King, Director CARE

Cc: Principal
Instructional Superintendent