



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA E-MAIL AND FIRST-CLASS MAIL

September 11, 2019



RE: Letter of Response for Written Grievance #3290 filed on June 25, 2019

Dear [REDACTED]:

In accordance with Chapter 24 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 review 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 (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 allege your student was out of school for the entire school year due to car-accident related injuries. You allege that a request for [REDACTED] services was made in August 2018 but was not approved until March 2019. The absences accumulated and as a result, [REDACTED] failed and must now repeat [REDACTED]

**Review Procedure**

The review included interviews with the following individuals:

1. [REDACTED], Parent of [REDACTED]
2. [REDACTED] Analyst

The review 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. Aspen, DCPS student data storage system
2. October 4, 2018 e-mail to [REDACTED] requesting Physician Verification Form
3. October 11, 2018 Incomplete Referral Form

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4. March 20, 2019 [REDACTED] Service Form
  5. April 10, 2019 End of Service Form
  6. Parent Guide to [REDACTED] Program

### General Findings of Fact

The following findings of fact resulted from the investigation:

1. On September 14, 2018, [REDACTED] contacted the [REDACTED] regarding a request for [REDACTED] services for [REDACTED].
2. On October 4, 2018, [REDACTED] contacted [REDACTED] to request a Physician Verification Form.
3. On October 4, 2018, [REDACTED] sent the Physician Verification Form via e-mail to [REDACTED].
4. On October 11, 2018, [REDACTED] Teacher, [REDACTED], contacted [REDACTED] regarding [REDACTED] and to ask about the Physician Verification Form.
5. On October 11, 2018, [REDACTED] sent an Incomplete Referral form to [REDACTED] stating that documents have not been received and that the [REDACTED] referral is being closed.
6. On March 15, 2019, [REDACTED] contacted [REDACTED] regarding a request for services for [REDACTED].
7. On March 20, 2019, [REDACTED] received a Physician Verification Form for [REDACTED].
8. On March 20, 2019, [REDACTED] services began for [REDACTED].
9. On April 10, 2019, [REDACTED] was cleared by his physician to attend school. [REDACTED] services ended for [REDACTED].

### Discussion/Conclusion

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

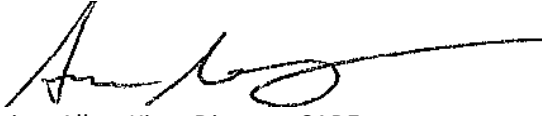
1. DCPS finds that 5-B DCMR 2405.2 (c) is not substantiated. The September 2018 [REDACTED] referral was closed on October 11, 2018 due to an incomplete referral. Specifically, the Physician Verification form, Medical Release form, Parent/Guardian Agreement form and Immunization form was not received by [REDACTED] and [REDACTED] staff contacted the parent via telephone and electronic mail to request the physician verification form. Another [REDACTED] referral was sent on March 15, 2019, this referral was completed. Subsequently [REDACTED] services began for [REDACTED] on March 20, 2019 and ended on April 10, 2019. Aspen records demonstrate a total of 127 unexcused absences and 16 tardies for the 2018-2019 school year. The 16 school days where [REDACTED] received [REDACTED] are not recorded as absences. Aspen records further demonstrate DCPS staff contacting [REDACTED] throughout the school year regarding [REDACTED] absences and/or tardies. As such, [REDACTED] was not subjected to arbitrary or unreasonable regulations, procedures, or standards of conduct.

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, 11<sup>th</sup> Floor; Attn: CIO or via email at [dcps.cio@dc.gov](mailto: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](mailto:dcps.care@dc.gov) or [202.442.5405](tel:202.442.5405).

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Sincerely,

A handwritten signature in black ink, appearing to read 'Anitra Allen-King', with a long horizontal flourish extending to the right.

Anitra Allen-King, Director CARE

cc: Principal  
Instructional Superintendent