



DISTRICT OF COLUMBIA  
PUBLIC SCHOOLS

Office of the Chief Operating Officer

VIA EMAIL

May 20, 2020

[REDACTED]

RE: Letter of Response for Grievance #3333 filed on August 29, 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(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 that Student [REDACTED] attendance was recorded inaccurately while she attended [REDACTED] during the [REDACTED] and [REDACTED] school years.

**Review Procedure**

The review included interviews with the following individuals:

1. Grievant/Parent of Student [REDACTED]
2. [REDACTED] Attendance Counselor, [REDACTED]
3. DCPS Attendance Specialist, [REDACTED].
4. DCPS Attendance Specialist, [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

**General Findings of Fact**

The following findings of fact resulted from the review:

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1. On [REDACTED] you reported to DCPS CARE that on several occasions, Student [REDACTED] was present in school but was still marked tardy or absent.
  2. On [REDACTED] DCPS Attendance Specialists [REDACTED] reviewed Student [REDACTED] attendance record in Aspen and found dates where Student [REDACTED] was absent in some but not all of her classes.
  3. According to the DCPS Attendance and Truancy Policy 80-20 rule, if a student misses more than 20% of the school day, they are marked absent for the day.
  4. On [REDACTED] DCPS Attendance Specialist [REDACTED] reported to DCPS CARE that the partial absences do not necessarily indicate an error but could also indicate that [REDACTED] did not attend all of her classes on a given day.
  5. Student [REDACTED] received 33 absences for the [REDACTED] school year and 72 absences for the [REDACTED] school year. Former Attendance Counselor [REDACTED] conducted a home visit with you on [REDACTED] regarding attendance concerns related to Student [REDACTED]

### 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). Attendance Specialist [REDACTED] reviewed Student [REDACTED] attendance record and did not find any clear discrepancies or concerns in the record. Documentation in Aspen shows that [REDACTED] Attendance Counselor and Dean of Students contacted you several times during the [REDACTED] school year to explain the DCPS Attendance and Truancy Policy to you and to address attendance concerns.

In order to address your concerns, DCPS has taken the following action:

1. For the [REDACTED] school year, Student [REDACTED] was placed on an attendance plan.
2. Per your request, DCPS CARE provided you with Student [REDACTED] attendance records on [REDACTED] via email and first-class mail.

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