



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

BY EMAIL AND FIRST-CLASS MAIL

September 20, 2019



RE: Letter of Response for Grievance #3337 filed on September 3, 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. **24 DCMR Subtitle 5-B, Section 2405.2 (f)** - Any other violation of a right granted by law that does not have a specific grievance procedure or hearing process provided in this title.
 - a. On [REDACTED], you reported that [REDACTED] was incorrectly marked absent on at least six occasions while enrolled at [REDACTED]

Investigative Procedure

The investigation included interviews with the following individuals:

1. Parent, [REDACTED]
2. [REDACTED] Administrative Assistant, [REDACTED]

The investigation 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 Database

General Findings of Fact

The following findings of fact resulted from the investigation:

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1. You explained that you recently received a call about concerns that [REDACTED] had more than six absences since being at [REDACTED]. You stated that this was incorrect.
 2. You also reported that [REDACTED] was incorrectly marked absent on [REDACTED] due to a class schedule change.
 3. Attendance records for [REDACTED] show that the student has received two unexcused absences since being at [REDACTED]. [REDACTED] was marked absent on [REDACTED] and [REDACTED].
 4. The error that occurred on [REDACTED] when [REDACTED] was marked absent was corrected during the first week of the [REDACTED] school year by Administrative Assistant, [REDACTED].
 5. [REDACTED] currently does not have any absences for the [REDACTED] school year.

Discussion/Conclusion

24 DCMR Subtitle 5-B, Section 2405.2 (f) is not substantiated. School records reflect that [REDACTED] has not accumulated six absences since being a student at [REDACTED] as it was originally reported. [REDACTED] had two absences during the [REDACTED] school year. There are no absences for the [REDACTED] school year. As of [REDACTED], all attendance records are accurate and up to date.

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, 10th 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