



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Operating Officer

SENT VIA EMAIL

June 10, 2020

[REDACTED]

RE: Letter of Response for Grievance #3772 filed on May 29, 2020

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.
 - a. It was reported that [REDACTED] Registrar [REDACTED] denied your request to send your transcript to a college.

Review Procedure

The review included interviews with the following individuals:

1. [REDACTED], Grievant
2. [REDACTED], Registrar at [REDACTED]
3. [REDACTED], Records Clerk at [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. Email chain with your transcript request to Registrar [REDACTED], provided by Grievant [REDACTED], dated May 28, 2020

General Findings of Fact

The following findings of fact resulted from the review:

1. On May 28, 2020 you made a request to Registrar [REDACTED] that your transcript be sent to [REDACTED].
2. On May 28, 2020 Registrar [REDACTED] informed you that he only handles requests of current [REDACTED] students, but that the records clerk is able to assist with fulfilling your request.
3. On June 2, 2020 Records Clerk [REDACTED] sent your transcript to [REDACTED].

Discussion/Conclusion

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

DCPS CARE finds that **5-B DCMR 2405.2 (c)** is not substantiated. You requested that your transcript be sent to a college. While Registrar [REDACTED], did not send the transcript, [REDACTED] Records Clerk at [REDACTED] fulfilled your request within three business days.

In order to support you and ensure your concerns are addressed, DCPS has taken the following action:

1. On June 2, 2020 DCPS CARE followed-up with you via email to confirm that your records request was completed.

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, Director CARE

Cc: Principal
Instructional Superintendent