



BY EMAIL AND FIRST CLASS MAIL

[REDACTED]

[REDACTED]

Based on a review of the information provided, the written grievance raised the following issues under the jurisdiction of the Office of the Chief Operating Officer:

- a. On [REDACTED], you reported that staff at [REDACTED] had given [REDACTED] an inaccurate number of absences and tardies.

[REDACTED]

[REDACTED]

[REDACTED]

Investigative Procedure

The investigation included interviews with the following individuals:

- 1. Parent, [REDACTED]
- 2. Assistant [REDACTED]
- 3. Assistant Principal [REDACTED]

The investigator searched for data accessible via the DCPS data systems which were either submitted by the complainant, or provided by the school, including:

- 1. Aspen Database

General Findings of Fact

The following findings of fact resulted from the investigation:

- 1. At the time of your written grievance, [REDACTED] had accrued 1 unexcused absence on [REDACTED].
- 2. The student's record showed an additional absence on [REDACTED] but was [REDACTED].

- 
3. received a note on \_\_\_\_\_ and the tardy for that date was excused.
  4. Records showed that \_\_\_\_\_ accrued an additional 8 unexcused tardies including \_\_\_\_\_. However, on \_\_\_\_\_, Parent, \_\_\_\_\_ provided a note that detailed \_\_\_\_\_ was tardy due to health reasons.

Discussion/Conclusion

24 DCMR Subtitle B, Section 2405.2(f) is substantiated. There was an error on \_\_\_\_\_ attendance record for which originally showed an unexcused tardy.

DCPS has taken the following actions below to address this incident

1. The tardy for \_\_\_\_\_ has been excused and will be reflected in \_\_\_\_\_ attendance record.

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 Street, NE, 11<sup>th</sup> Floor; Attn: CIO or via email at [dcpsio@dc.gov](mailto:dcpsio@dc.gov). You may also contact the U.S. Department of Education, Office of Civil Rights (1-800-421-3481) to report any educational discrimination.