

**IDEA ADMINISTRATIVE COMPLAINT  
# 18-21**

**Name of the school system:**

Hamilton County Department of Education (HCDE)

**Description of the violations:**

Failure to identify Student in a timely manner

**Description of the laws or regulations determined to be violated:**

34 CFR 300.111 "Child Find"

34 CFR 300.101 "Free appropriate public education"

**Corrective measures ordered by the department:**

HCDE must correct this violation by implementing the following corrective actions:

1. Within 60 days of receipt of this report, conduct training for all appropriate staff. The date scheduled for this training be provided to the complaint investigator as soon as it is selected.
2. Within 10 days of the training's completion, provide to the complaint investigator documentation of the training including agenda, training content, and sign-in sheet.
3. Provide the complaint investigator with a status report on provision of Student's IEP services (including compensatory service), amount of progress made, and any other activities implemented for Student immediately following the close of the next HCDE progress reporting (i.e., report card) period. Upon receipt of this report, please inform the complaint investigator with the date of the close of the progress reporting period.

**Final determination of the department:**

The Department will monitor and document HCDE compliance with corrective measures ordered.