

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT
19-48**

Name of the school system:

Shelby County Schools (SCS)

Description of the violation:

SCS failed to provide an educational records review within 45 days
SCS failed to provide IEP progress reports toward annual goals
SCS failed to amend educational records in a reasonable amount of time
SCS failed to convene an IEP team meeting within ten (10) schools days upon parent request
SCS failed to provide a 10 day notice before an IEP team meeting

Description of the law or regulation determined to be violated:

34 C.F.R §300.613	"Access rights"
34 C.F.R. §300.320	"Definition of individualized education program"
34 C.F.R. §300.618	"Amendment of records at parent's request"
Tennessee State Board Rule 0520-01-09-.14	"Review and revision of the IEP"
Tennessee State Board Rule 0520-01-09-.15	"Parent participation"

Corrective measures ordered by the department:

SCS must correct these violations by implementing the following corrective actions:

1. Convene an IEP team meeting within 10 school days of receipt of this report to complete the process regarding Complainant's request for an amended record;
2. Within 10 days after the meeting, provide documentation to the department of the decision regarding the request for an amended record, as well as copies of any amended records;
3. Provide training for all appropriate staff on the aforementioned regulations no later than 7/26/2019;
4. Within 10 days of completion of training provide the department of the agenda, content, and sign-in sheets of participants as documentation of appropriate training content and appropriate staff participation.

Final determination of the department: The Department will monitor and document SCS compliance with corrective measures ordered.