

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT
2020-21 #1**

Name of the school system:

Greeneville City Schools (GCS)

Description of the violations:

GCS failed to adhere to Child Find obligations by failing to evaluate Student for special education and related services in a timely manner.

Description of the law or regulation determined to be violated:

34 C.F.R. §300.301(b)	Initial Evaluations
TN SBOE Rule 0520-01-09-.06(3)	Child Find
34 C.F.R. §300.503	Evaluation procedures
34 C.F.R. §300.111	Child Find

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

1. Provide training for all appropriate staff on the aforementioned regulations no later than 11/07/20;
2. Within ten (10) days of completion of the training, provide the Department with the agenda, content, and sign-in sheets of participants as documentation of appropriate training content and staff participation;
3. Within 10 school days after receipt of this letter, GCS must convene an appropriately staffed team, including Complainants, in order to:
 - a. Review any supporting documentation from Complainants regarding Student's suspected disability; and
 - b. Determine if the district will pursue evaluation of Student and obtain appropriate parental consent for testing; or
 - c. If the district does not agree that Student is suspected of a disability, it must provide a PWN to Complainants of the refusal to evaluate. The notice must include the basis for the determination and an explanation of the process followed to reach that decision;
4. If the team determines to evaluate Student and Student is found:
 - a. not eligible for services: complete a not-eligible report and provide Complainants with a detailed PWN supporting the decision; or
 - b. eligible for services: complete an eligibility report and PWN, and develop an IEP which meets Student's needs and provides a free and appropriate public education (FAPE); and
 - c. If Student is found eligible for services, the IEP team must determine any need for compensatory education or services owed to Student;
5. Within ten (10) days after any team meetings, provide documentation to the Department of all team decisions required under steps #3 and #4; and
6. If compensatory services are ultimately determined and agreed upon, GCS must, within ten (10) days of completion of all required compensatory services, send to the Department final signed documentation verifying completion.

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