

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT**  
**21-22\_70**

**Name of the school system:**

Hamblen County Schools

**Description of the violation:**

HCS failed to invite a parent to an IEP team meeting.

HCS failed to notify a parent of the right to request an assessment after determining a student did not need special education and related service.

HCS failed to provide a copy of the draft IEP.

**Description of the law or regulation determined to be violated:**

34 C.F.R. § 300.324

Development, review, and revision of IEP

SBE Rule 0520-01-09-.15(4)

Parental Participation in IEP Meetings

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

1. Provide training for all appropriate staff on the aforementioned regulations;
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 ten (10) school days of receipt of this letter, convene an IEP meeting to correct the clerical error in Student's IEP; and
4. Provide to the department documentation of the IEP with the clerical errors corrected and PWN to adequately document the clerical corrections within ten (10) days after convening.

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