

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT
23-24-100**

Name of the school system:

Richard City Special School District

Description of the violation:

Richard City Special School District failed to implement child find procedures for identifying students suspected of having a disability.

Richard City Special School District failed to annually review and revise, as appropriate, annual IEP documents.

Richard City Special School District failed to appropriately implement IEPs as written.

Description of the law or regulation determined to be violated:

34 C.F.R. § 300.101(a)	FAPE
34 C.F.R. § 300.111	Child find
34 C.F.R. § 300.323(d)	Accessibility of child's IEP to teachers and others
34 C.F.R. § 300.324	Review and revision of IEP
State Board of Education Rule 0520-01-09-.05(1)	Child find
State Board of Education Rule 0520-01-09-.05(2)	FAPE

Richard City Special School District must correct these violations by implementing the following corrective actions:

1. Revise RCSSD's child find policies to accurately reflect alignment with requirements set forth in 34 C.F.R. § 300.111 and State Board of Education Rule 0520-01-09-.05(1).
2. Revise externally facing narratives (website, student handbook, etc.) related to RCSSD's child find policies to accurately reflect alignment with requirements set forth in 34 C.F.R. § 300.111 and State Board of Education Rule 0520-01-09-.05(1).
3. Provide the Department with documentation of revised child find policies, including copies of all revised externally facing narratives.
4. Review the IEPs of all students enrolled in RCSSD to confirm that no current IEPs contain previously mastered goals from preceding IEPs.
5. For any IEPs requiring revision, schedule an IEP team meeting to review/revise already-mastered IEP goals.
6. Provide copies of IEPs/IEP-at-a-glance documents of all students enrolled in RCSSD to all relevant teachers and service providers for each specific student.
7. Provide the Department with documentation of signatures on IEP documents of all relevant teachers and service providers for each specific student.

8. Provide training for all appropriate staff on the aforementioned regulations.
9. Provide the Department with the agenda, content, and sign-in sheets of participants as documentation of appropriate training content and staff participation.

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