

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT**  
**23-24-17**

**Name of the school system:**

Metro Nashville Public Schools

**Description of the violation:**

Metro Nashville Public Schools failed to maintain confidentiality of personally identifiable information.

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

34 CFR § 300.622(a)

Disclosure of personally identifiable information

Metro Nashville Public Schools must correct these violations by implementing the following corrective actions:

1. Metro Nashville Public Schools must must train appropriate district- and school-level staff on the appropriate procedures related to confidentiality of personally identifiable information.
2. Metro Nashville Public Schools must submit documentation of training (sign-in sheets and training materials) to the department.

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