

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT**  
**25.26\_95**

**Name of the school system:**

Clarksville Montgomery County School System (CMCSS)

**Description of the violation:**

The LEA failed to follow proper procedures for:

**Prior Written Notices**

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

34 C.F.R. § 300.503(b)

Prior Written Notice

**The LEA must correct these violations by implementing the following corrective actions:**

1. Within ten (10) school days of receipt of this letter, the LEA is required to offer to convene an IEP meeting and review Student's accommodations and capture action(s) proposed or refused by the IEP team.
2. Within ten (10) days of completing step #1, provide documentation of the PWN to the Department.
3. Provide training using this administrative complaint with all appropriate staff regarding the aforementioned regulations no later than April 3, 2026.
4. Within ten (10) school days of completion of the training, provide the Department with the agenda, and sign-in sheets of participants as documentation of appropriate training and staff participation.

**Final determination of the department:**

Upon receipt of notice and documentation from the LEA that these corrective actions have been implemented, the Department will determine whether said actions result in compliance.