

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT**  
**25-26-142**

**Name of the school system:**

Metro Nashville Public Schools

**Description of the violation:**

Metro Nashville Public Schools failed to provide adequate prior written notice.  
Metro Nashville Public Schools failed to provide quarterly or periodic IEP progress reports.  
Metro Nashville Public Schools failed to provide FAPE to Student.

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

34 C.F.R. § 300.111

Child Find

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

1. MNPS must provide training for or issue a memorandum to all appropriate staff on the aforementioned regulations.
2. MNPS must provide the Department with the agenda, content, and sign-in sheets of participants as documentation of appropriate training content and staff participation or provide a copy of the memorandum including a list of recipients to the Department.
3. MNPS must provide the Department with the following information:
  - a. If MNPS convened a support team meeting in response to request for evaluation of Student;
  - b. If consent has been obtained from Complainant for MNPS to evaluate Student;
  - c. Any relevant documentation supporting their occurrence (i.e. meeting invitation(s), Prior Written Notice (PWN) documents, signed consent form, etc.).

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