

IDEA WRITTEN ADMINISTRATIVE COMPLAINT
22-23_97

Name of the school system:

Jackson-Madison County School System

Description of the violation:

JMCSS failed to follow proper notification procedures.
JMCSS failed to provide access to records in a timely manner.
JMCSS failed to follow proper assessment procedures.

Description of the law or regulation determined to be violated:

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|---|--------------------------------------|
| State Board of Education Rule 0520-01-09-.12(4) | IEP Requirements |
| State Board of Education Rule 0520-01-09-.15(4) | Parent Participation in IEP Meetings |
| 34 C.F.R. § 300.304 | Other evaluation procedures |
| 34 C.F.R. § 300.613(a) | Access rights |

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

1. Provide training for all appropriate staff on the aforementioned regulations.
2. Provide the Department with the agenda, content, and sign-in sheets of participants as documentation of appropriate training content and staff participation.
3. Contact the Director of Psychological and Behavioral Supports for training or technical assistance to develop district procedures to ensure proper usage of assessments and other evaluation materials.
4. Review the credentials of all district assessment personnel.
5. Review assessments conducted by personnel without proper credentials within the last year.
6. Determine the impact on students during the review process in #5.
7. For any students impacted, offer student remedies.
8. Provide evidence of the reviews of any remedies to dispute.resolution@tn.gov

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