**IDEA WRITTEN ADMINISTRATIVE COMPLAINT**

**# 19-14**

**Name of the school system:**

Clarksville-Montgomery County School System (CMCSS)

**Description of the violation:**

CMCSS failed to implement an appropriate IEP to meet Student’s educational needs.

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

34 C.F.R. §300.323 “When IEPs must be in effect”

CMCSS must correct these violations by implementing the following corrective actions:

1. Within 10 days of receiving this findings letter, CMCSS must provide to the department at least two dates for hosting a training provided by the Tennessee Department of Education (TDOE) to address the aforementioned violations for the following attendees:

* Hazelwood Elementary special education staff
* CMCSS Director of Special Education
* CMCSS Special Education Coordinators

Training must be completed no later than January 15, 2019. Provide sign-in sheets for participants as documentation of staff participation;

2. Within 10 days of receiving this findings letter, provide the department a copy of the CMCSS district-wide written procedures for ensuring general education teachers and special education support staff are knowledgeable of student’s IEPs upon the first day of school for the start of each new academic year, as well as upon new student transfers into CMCSS, and that required team members review new IEPs in a timely manner;

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