

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT  
21-22 #54**

**Name of the school system:**

West Carroll Special School District

**Description of the violation:**

WCSSD failed to:

1. Complete a sufficiently comprehensive evaluation and develop an individualized education program (IEP) within 30 days of eligibility
2. Provide a prior written notice (PWN) for an IEP meeting.

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

34 C.F.R. §300.303	Reevaluations
34 C.F.R. §300.304 (c)(4) and (6)	Evaluation procedures
34 C.F.R. § 300.323	When IEPs must be in effect
34 C.F.R. § 300.503	Prior notice – content of notice
TN State Board Rule 0520-01-09-.15(4)	Written notice

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

1. Provide training for all appropriate staff on the aforementioned regulations by 7/31/22;
2. Within ten (10) days of completion of training, provide the department with the agenda, content, and sign-in sheets of participants as documentation of appropriate training content and appropriate staff participation;
3. Within ten (10) days of receipt of this letter, schedule an appropriately staffed IEP team including Complainant in order to determine the need for compensatory services specifically related to the counseling services and adaptive behavior; and
4. Within ten days of meeting, provide documentation to the department of all team decisions under step #3; and
5. If compensatory services are ultimately determined and agreed upon, WCSSD must, within ten (10) days of completion of any required compensatory services, send to the department final signed documentation by Complainant and district verifying completion.

**Final determination of the department:**

The department will monitor and document WCSSD compliance with corrective measures ordered.