

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT  
# 16-84**

**Name of the school system:**

Robertson County School System

**Description of the violation:**

- Failed to provide an appropriate IEP
- Made changes to Student's program without convening an IEP team meeting.

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

- 34 C.F.R. §300.324 (a) (4) "Development, review, and revision of IEP"
- 34 C.F.R. §300.320 (a) (3) (ii) "Definition of Individualized education programs"

**Corrective measures ordered by the department:**

- Schedule training regarding the aforementioned regulations for all appropriate staff, (including general education staff) within thirty (30) days of receipt of this notice.
- Provide documentation of this training, including an agenda and sign-in sheet, to the department within ten (10) days of completion.
- Schedule an IEP team meeting to plan compensatory services deemed necessary by the incomplete/inappropriate program provided for Student during the 2015-16 school year

**Final determination of the department:**

The Department will monitor and document Robertson County School System's compliance with corrective measures ordered.