

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT  
# 18-53**

**Name of the school system:**

Shelby County Schools (SCS)

**Description of the violation:**

SCS did not hold an IEP team meeting within 10 school days of parent request.

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

Tennessee Special Education State Rule 0520-01-09-.14. "Review and Revision of the IEP"

**Corrective measures ordered by the department:**

1. Schedule training regarding the aforementioned regulations for all appropriate staff within thirty (30) days of receipt of this report.
2. Provide documentation of training, including an agenda and sign-in sheet, within ten (10) days of completion.

**Final determination of the department:**

The Department will monitor and document SCS compliance with corrective measures ordered.