

**IDEA WRITTEN ADMINISTRATIVE COMPLAINT**  
**23.24\_138**

**Name of the school system:**

Memphis-Shelby County Schools (MSCS)

**Description of the violation:**

MSCS failed to have an IEP in effect at the beginning of the school year.

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

34 C.F.R. § 300.323(a)

When IEPs must be in effect

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.

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