

**COMPLAINT INVESTIGATION SUMMARY**

COMPLAINT NUMBER:	CP-278-2008
COMPLAINT INVESTIGATOR:	Steve Starbuck
DATE OF COMPLAINT:	October 12, 2007
DATE OF REPORT:	November 7, 2007
REQUEST FOR RECONSIDERATION:	No
DATE OF CLOSURE:	December 19, 2007

**COMPLAINT ISSUE:**

Whether the Indianapolis Public Schools (the School) violated:

511 IAC 7-25-4(b) by failing to conduct an initial evaluation and convene a case conference committee (CCC) meeting within sixty (60) instructional days of the date of the parent's written consent, specifically with respect to a private school student in accordance with 511 IAC 7-19-1(b).

**FINDINGS OF FACT:**

1. The Student is seven years old and attends a private school within the boundaries of Indianapolis Public Schools. The Student has been determined eligible for special education and related services.
2. The School is responsible to locate, identify, and evaluate all private school students with disabilities within its boundaries.
3. The complainant alleges that the School failed to conduct an initial educational evaluation and convene a CCC meeting within sixty (60) instructional days from the date that she provided written consent to certified personnel.
4. Written consent for the initial educational evaluation was received by certified personnel on April 19, 2007.
5. To comply with the sixty (60) instructional day deadline, the educational evaluation had to be conducted and the CCC meeting had to be convened no later than October 2, 2007. The Multidisciplinary Evaluation Team Report was not completed until October 12, 2007, and CCC meeting was not convened until November 1, 2007.
6. The School acknowledges that the initial educational evaluation and the CCC meeting were not conducted within the required sixty (60) instructional day time frame for a private school student.

**CONCLUSIONS:**

1. Findings of Fact #1, #2, #4, #5, and #6 reflect that the School failed to conduct an initial educational evaluation and convene a CCC meeting for a private school student within sixty (60) instructional days from the date the written parental consent was received by certified personnel. Therefore, a violation of 511 IAC 7-25-4(b) in accordance with 511 IAC 7-19-1(b) is found.

**The Department of Education, Division of Exceptional Learners, requires the following corrective action based on the Findings of Fact and Conclusions listed above.**

**CORRECTIVE ACTION:**

Indianapolis Public Schools shall:

Send a written memorandum to all school personnel that are involved with the process of locating, identifying, and evaluating private school students with disabilities reminding them of their responsibility for implementation of rules 511 IAC 7-19-1(b) and 511 IAC 7-25-4(b). Submit a copy of the memorandum and a list of all personnel who received it to the Division no later than **December 14, 2007**.